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(f) MCRP 3-0B
(g) MCO 1553.2A

1. Purpose. Per reference (a), this T&R Manual establishes Core Capability Mission Essential Tasks (MET) for readiness reporting and required events for standardization training of Marine personnel assigned to perform Marine Corps Occupational Field 55/Music functions. Additionally, it provides tasking for formal schools preparing personnel for service in the Marine Corps Music field. This NAVMC supersedes MCO 1510.79B.

2. Scope

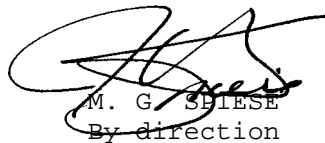
a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) for the assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training requirement established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

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3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.
4. Command. This Directive is applicable to the Marine Corps Total Force.
5. Certification. Reviewed and approved this date.



M. G. SIESE
By direction

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MUSIC T&R MANUAL

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CHAPTER 1

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MUSIC T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The Tank T&R Manual is a unit-based manual comprised of 10 chapters. Chapter 2 lists the Core Capability METs and their related Battalion and Company-level events. Chapters 3 through 8 contain collective events. Chapters 9 and 10 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (TANK, TOW, 1802, etc.). The second up-to four digits represent the functional or duty area (TAC, CMDC, GNNRY, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

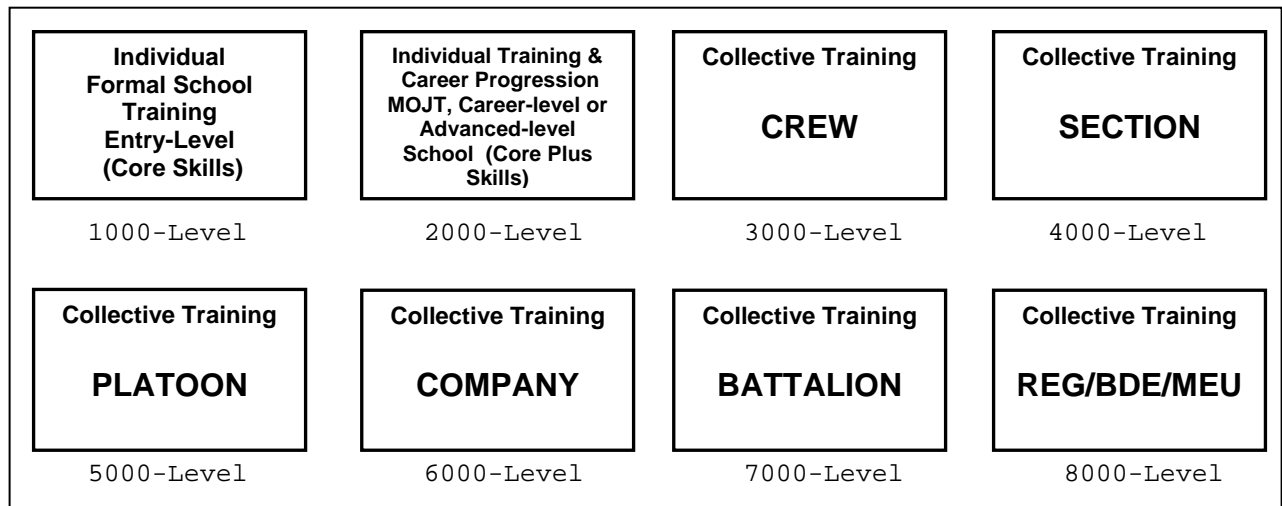


Figure 1: T&R Event Levels

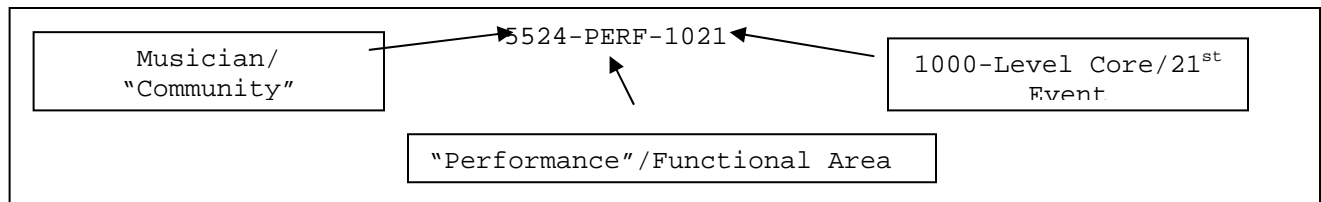


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billets expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRNE attacks. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. In order to develop and maintain the ability to operate in a CBRNE environment, CBRNE training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METs.

MUSIC T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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MUSIC T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. MUSIC T&R MANUAL MISSION ESSENTIAL TASKS MATRIX. The Mission Essential Task List (METL) Table includes the designated Mission Essential Task (MET) number. The following event codes are the collective events that support each MET.

MET 1. Provide musical support for military and civilian concerts	
MUSC-PERF-4001	Perform jazz ensemble music
MUSC-PERF-4002	Perform show band music
MUSC-PERF-4003	Perform small ensemble music
MUSC-PERF-4004	Perform combo music
MUSC-PLAN-4005	Develop band rehearsal schedule
MUSC-REHL-4007	Rehearse jazz ensemble music
MUSC-REHL-4008	Rehearse show band music
MUSC-REHL-4009	Rehearse small ensemble music
MUSC-REHL-4010	Rehearse combo music
MUSC-REHL-4011	Rehearse music as a group
MUSC-REHL-4012	Rehearse music as a section
MUSC-BNDR-5001	Rehearse band drill
MUSC-PERF-5002	Perform ceremonial music
MUSC-PERF-5003	Perform concert band music
MUSC-REHL-5004	Rehearse ceremonial music
MUSC-REHL-5005	Rehearse concert music
MET 2. Provide musical support for civilian parades	
MUSC-PERF-4002	Perform show band music
MUSC-PLAN-4005	Develop band rehearsal schedule
MUSC-REHL-4008	Rehearse show band music
MUSC-REHL-4011	Rehearse music as a group
MUSC-REHL-4012	Rehearse music as a section
MUSC-BNDR-5001	Rehearse band drill
MUSC-PERF-5002	Perform ceremonial music
MUSC-REHL-5004	Rehearse ceremonial music
MET 3. Provide musical support for military and civilian ceremonies	
MUSC-PERF-4003	Perform small ensemble music
MUSC-PERF-4004	Perform combo music
MUSC-PLAN-4005	Develop band rehearsal schedule
MUSC-REHL-4007	Rehearse jazz ensemble music
MUSC-REHL-4009	Rehearse small ensemble music
MUSC-REHL-4010	Rehearse combo music
MUSC-REHL-4011	Rehearse music as a group
MUSC-REHL-4012	Rehearse music as a section

MUSC-BNDR-5001	Rehearse band drill
MUSC-PERF-5002	Perform ceremonial music
MUSC-PERF-5003	Perform concert band music
MUSC-REHL-5004	Rehearse ceremonial music
MUSC-REHL-5005	Rehearse concert music
MET 4. Provide musical support for command sponsored social events	
MUSC-PERF-4003	Perform small ensemble music
MUSC-PLAN-4005	Develop band rehearsal schedule
MUSC-REHL-4007	Rehearse jazz ensemble music
MUSC-REHL-4009	Rehearse small ensemble music
MUSC-REHL-4010	Rehearse combo music
MUSC-REHL-4011	Rehearse music as a group
MUSC-REHL-4012	Rehearse music as a section
MUSC-BNDR-5001	Rehearse band drill
MUSC-PERF-5002	Perform ceremonial music
MUSC-PERF-5003	Perform concert band music
MUSC-REHL-5004	Rehearse ceremonial music
MUSC-REHL-5005	Rehearse concert music
MET 5. Provide internal support for band operations	
MUSC-PLAN-4006	Develop unit embarkation plan
MUSC-SUPT-4013	Maintain administration section
MUSC-SUPT-4014	Maintain library section
MUSC-SUPT-4015	Maintain marketing/public affairs section
MUSC-SUPT-4016	Maintain sound reinforcement section
MUSC-SUPT-4017	Maintain supply section
MUSC-SUPT-4018	Provide logistical support for a commitment
MUSC-SUPT-4019	Provide musical support for a commitment

MUSIC T&R MANUAL

CHAPTER 4

MOS 5502 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 4

MOS 5502 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 5502-ADMN-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Band Officer MOS 5502). This chapter contains 5502 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Band Officers are:

ADMN - Administration
FISC - Fiscal
PERF - Performance
PLAN - Planning
REHL - Rehearsal
SUPT - Support

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

1000 - Core Skills (initial MOS training conducted at formal schools)
2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

4002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. There are no 1000-level individual events for Band Officers. 2000-level individual events for Band Officers are taught at either follow-on schools, by MOJT or through Distance Learning. Special Note: the events with an asterisk denote tasks which are initially taught in the Senior Musicians' Course which is a pre-requisite for selection to MOS 5502, Band Officer. They may also be considered MOJT upon a Band Officer's assignment to the operating forces and supporting establishment.

EVENT	DESCRIPTION	PAGE
ADMINISTRATION		
5502-ADMN-2001	Write band command chronology	4-4
5502-ADMN-2002*	Write commitment After Action Report	4-4
FISCAL		
5502-FISC-2030	Develop annual budget	4-5
5502-FISC-2031	Reconcile Consolidated Memorandum of Receipt (CMR)	4-5
5502-FISC-2032*	Write Musical Unit Resources Exhibit (MURE)	4-6
5502-FISC-2034	Approve Periodic Replacement Plan (PRP)	4-7
PERFORMANCE		
5502-PERF-2070*	Lead performance of ceremonial music	4-7
5502-PERF-2071*	Lead performance of concert band music	4-8
PLANNING		
5502-PLAN-2100	Develop annual operational plan	4-8
5502-PLAN-2101	Develop band rehearsal schedule	4-9
5502-PLAN-2102	Develop annual Unit Sustainment Training (UST) Plan	4-10
5502-PLAN-2104	Approve Plan of the Day (POD)	4-10
5502-PLAN-2106	Evaluate commitment requests	4-11
5502-PLAN-2107	Coordinate musical support for a commitment	4-11
REHEARSAL		
5502-REHL-2120*	Audition personnel	4-12
5502-REHL-2121*	Lead rehearsal of ceremonial music	4-13
5502-REHL-2122*	Lead rehearsal of concert band music	4-14
5502-REHL-2128*	Program music for performance	4-15
SUPPORT		
5502-SUPT-2166	Procure music materials/publications	4-15
5502-SUPT-2167	Procure musical instruments/band equipment	4-16

4003. 2000-LEVEL EVENTS

5502-ADMN-2001: Write band command chronology

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, commitment calendar, After Action Reports, band personnel rosters, a computer with word processing software, and in a field or garrison environment.

STANDARD: Which reflects all band performances, personnel changes, history for the designated period, and is in accordance with the references.

PERFORMANCE STEPS:

1. Review commitment calendar for designated period.
2. Review After Action Reports for designated period.
3. Review personnel rosters for the designated period.
4. Compile information.
5. Incorporate pertinent data.
6. Prepare narratives.
7. Make copy for local records.
8. Submit for approval.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
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5502-ADMN-2002*: Write commitment After Action Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a blank After Action Report form, commitment folder pertaining to a completed commitment, and in a field or garrison environment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete, and is in accordance with the references.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.

3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment.
4. Notate musical selections performed at commitment.
5. File locally and submit to higher Headquarters, as appropriate.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual
3. SECNAVINST 5720.44B Public Affairs Policy and Regulations

5502-FISC-2030: Develop annual budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, historical budget records, annual operational plan, Periodic Replacement Plan (PRP), equipment requirements, Temporary Additional Duty (TAD) requirements, consumable goods requirements, input from band command element, and in a field or garrison environment.

STANDARD: Ensuring all funding requirements and deficiencies are identified in accordance with the references.

PERFORMANCE STEPS:

1. Review current annual budget.
2. Identify current FY instruments, equipment, consumables, and TAD requirements.
3. Identify next FY instruments, equipment, consumables, and TAD requirements.
4. Receive annual budget draft from Instrument Repair Technician.
5. Review annual budget draft.
6. Make any necessary adjustments.
7. Submit budget to higher headquarters.

REFERENCES:

1. MCO 4400.163 DoD Supply Management Reference Book
2. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
3. MCO P5000.18B Marine Corps Band Manual
4. MCO P7100.8K Field Budget Guidance Manual

5502-FISC-2031: Reconcile Consolidated Memorandum of Receipt (CMR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a current CMR, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, to ensure 100% accountability for band equipment.

PERFORMANCE STEPS:

1. Inventory items in supply areas.
2. Inventory items in common areas.
3. Inventory items in the custody of band members.
4. Identify differences between the CMR and the band's current inventory.
5. Identify administrative errors.
6. Draft letter of discrepancy.
7. Sign reconciled CMR with Supply Officer.

REFERENCES:

1. MCO 4340.1A W/CH 1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
 2. MCO 4400.163 DoD Supply Management Reference Book
 3. MCO P5000.18B Marine Corps Band Manual
 4. UM 4400-15 Organic Property Control
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5502-FISC-2032*: Write Musical Unit Resources Exhibit (MURE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a blank MURE, current fiscal year records, current end strength reports, current commitment records, and in a field or garrison environment.

STANDARD: Which contains all required budgetary, operational, and personnel data and is accordance with references.

PERFORMANCE STEPS:

1. Incorporate last year's exhibit data into current exhibit.
2. Incorporate current fiscal year's budget into exhibit.
3. Incorporate current calendar year's operational requirements into the exhibit.
4. Incorporate current personnel strength.
5. Incorporate next year's projected (FY+1/CY+1) budget into the exhibit.
6. Incorporate next year's projected operational requirements into exhibit.
7. Submit to higher headquarters, as appropriate.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO P7100.8K Field Budget Guidance Manual
-

5502-FISC-2034: Approve Periodic Replacement Plan (PRP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, Table of Equipment (T/E) requirements, current Consolidated Memorandum of Receipt (CMR), input from band command element, and in a field or garrison environment.

STANDARD: Per the reference, ensuring all T/E requirements and deficiencies are properly identified to include cost estimates by year.

PERFORMANCE STEPS:

1. Receive proposed PRP from Instrument Repair Technician.
2. Review CMR inventory for equipment accountability.
3. Review history and condition for each piece of equipment.
4. Review replacement year for each musical instrument.
5. Make necessary adjustments to proposed PRP.
6. Approve PRP.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5502-PERF-2070*: Lead performance of ceremonial music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an approved ceremony, an appropriate performance venue, an equipped ceremonial band, designated music, and in a field or garrison environment.

STANDARD: Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure band is assembled at performance venue with designated music and equipment.
2. Ensure all technical support is complete.
3. Ensure all coordination is complete.
4. Review sequence of events with band.
5. Conduct programmed music.
6. Conclude performance.

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REFERENCES:

1. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR; A college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
 2. MCO P5000.18B Marine Corps Band Manual
 3. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
 4. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
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5502-PERF-2071*: Lead performance of concert band music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an approved event, an appropriate performance venue, an equipped concert band, designated music, and in a field or garrison environment.

STANDARD: Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure concert band is assembled at performance venue with designated music and equipment.
2. Ensure all technical support is complete.
3. Ensure all coordination is complete.
4. Review sequence of events with band.
5. Ensure concert band is properly tuned.
6. Conduct programmed music.
7. Conclude performance.

REFERENCES:

1. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR; A college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
 2. HUNSBERGER, DONALD; ERNST, ROY THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
 3. MAIELLO, ANTHONY CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
-

5502-PLAN-2100: Develop annual operational plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, previous year's command chronology, projected military requirements, recruiting command support, community relations events, unit sustainment training requirements, and in a field or garrison environment.

STANDARD: Per the references, to ensure all national and local support requirements and periods of non-availability are reflected.

PERFORMANCE STEPS:

1. Prioritize requirements.
2. Determine operational tempo.
3. Identify projected periods of non-availability for training evolutions.
4. Identify projected periods of non-availability for supporting national community relations events.
5. Identify projected periods on non-availability for leave.
6. Reconcile conflicts.
7. Submit plan for approval.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
-

5502-PLAN-2101: Develop band rehearsal schedule

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, operational plan, commitment schedule, musical requirements for upcoming commitments, skill level of ensembles, list of available personnel, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to ensure appropriate time is allotted for music and drill rehearsal.

PERFORMANCE STEPS:

1. Review band commitment schedule.
2. Review band operational plan.
3. Review specific requirements for upcoming commitments.
4. Consider skill level of each ensemble.
5. Consider skill level of individual musicians.
6. Determine required rehearsal time.
7. Schedule rehearsals.
8. Publish rehearsal schedule.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5502-PLAN-2102: Develop annual Unit Sustainment Training (UST) Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a projected operational plan, available command training quotas and dates, MOS/non-MOS training opportunities, and in a field or garrison environment.

STANDARD: Per the references, to ensure the operational tempo and mandatory training requirements are not adversely affected.

PERFORMANCE STEPS:

1. Review references to determine requirements.
2. Review projected operational plan.
3. Identify additional training opportunities.
4. Finalize coordinated external training events.
5. Finalize coordinated internal training events.
6. Submit UST Plan to higher headquarters for approval, as necessary.
7. Disseminate plan, as necessary.

REFERENCES:

1. MCO 1500.51A Marine Corps Common Skills (MCCS) Program
 2. MCO 1500.52C Marine Corps Water Survival Training (MCWST)
 3. MCO 3400.3F Nuclear, Biological, and Chemical (NBC) Defense Training
 4. MCO P5000.18B Marine Corps Band Manual
 5. MCO P6100.12 W/CH 1 Marine Corps Physical Fitness Test and Body Composition Program Manual
 6. MCRP 3-02B Marine Corps Martial Arts
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5502-PLAN-2104: Approve Plan of the Day (POD)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, commitment schedule, rehearsal schedule, training schedule, transportation requirements, duty roster(s), individual appointments, a draft POD, and in a field or garrison environment.

STANDARD: Per the references, ensuring the POD is 100% accurate and addresses all events.

PERFORMANCE STEPS:

1. Review commitment schedule, rehearsal schedule, training schedule, individual appointment calendar, duty roster(s), transportation requirements, and any additional factors/requirements.
2. Proof draft of POD.
3. Incorporate changes and return to Bandmaster, as necessary.
4. Sign POD.
5. Ensure the POD is posted in the appropriate locations.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
2. SECNAVINST 5216.5 W/CH 1-2 Department of the Navy (DON) Correspondence Manual

5502-PLAN-2106: Evaluate commitment requests

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a commitment request, current commitment schedule, rehearsal schedule, operational plan, Unit Sustainment Training (UST) plan, funding requirements, information regarding personnel/instrumentation availability, and in a field or garrison environment.

STANDARD: Per the references, to determine supportability based on resources, schedule, and legalities.

PERFORMANCE STEPS:

1. Review the band schedule.
2. Contact sponsor for additional information.
3. Evaluate legality of commitment.
4. Determine musical support requirements.
5. Determine logistical support requirements.
6. Verify availability of appropriate ensemble for request.
7. Approve or disapprove the request.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual
3. SECNAVINST 5720.44B Public Affairs Policy and Regulations

5502-PLAN-2107: Coordinate musical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a commitment request for musical support, letter of acceptance, commitment folder, and in a field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all musical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Review commitment folder.
2. Contact sponsor.
3. Consider special musical requests.
4. Determine performance requirements.
5. Determine performance area.
6. Confirm sequence of events with sponsor.
7. Determine musical line up.
8. Determine sound reinforcement requirements.
9. Determine set up requirements.
10. Determine required personnel for commitment.
11. Plan rehearsal requirements.
12. Create program notes.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
 4. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
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5502-REHL-2120*: Audition personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, designated location, and in a field or garrison environment.

STANDARD: In performance step sequence, to ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

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PERFORMANCE STEPS:

1. Evaluate competency by observing the musical criteria demonstrated by auditionee.
2. Describe each criteria observed in descriptive adjectives.
3. Record the numerical score for each criterion that most accurately corresponds to the descriptive adjective.
4. Average the numerical score for all criteria.
5. Record the average in the appropriate block on the audition form.
6. Counsel auditionee on final results.
7. File copy of audition form and forward, as appropriate.

REFERENCES:

1. MCBUL 1200 Military Occupational Specialties Manual
 2. MCO P5000.18B Marine Corps Band Manual
 3. MUSCOLINST 1300.1 Audition Standards Manual
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5502-REHL-2121*: Lead rehearsal of ceremonial music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

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INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an appropriate rehearsal space, an equipped ceremonial band, designated music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ceremonial band is assembled with designated music and equipment.
5. Ensure ceremonial band is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback to ceremonial band for next rehearsal/performance.
9. Conclude rehearsal.

REFERENCES:

1. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
2. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR; A college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
3. MCO P5000.18B Marine Corps Band Manual

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4. NAVMC 2691 W/CH 1 Marine Corps Drill and Ceremonies Manual
5. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

5502-REHL-2122*: Lead rehearsal of concert band music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an appropriate rehearsal facility, an equipped concert band, designated music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study the scores for designated music.
3. Identify rehearsal objectives.
4. Ensure concert band is assembled with designated music and equipment.
5. Ensure concert band is properly tuned.
6. Conduct designated music.
7. Identify errors.
8. Provide guidance for correction.
9. Re-play designated music.
10. Provide verbal feedback and guidance to concert band for next rehearsal and performance.
11. Conclude rehearsal.

REFERENCES:

1. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
 2. GREEN, ELIZABETH THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)
 3. GREEN, ELIZABETH A. THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)
 4. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR; A college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
 5. HUNSBERGER, DONALD; ERNST, ROY THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
 6. MAIELLO, ANTHONY CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
 7. STEIN, LEON STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS; Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)
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5502-REHL-2128*: Program music for performance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an approved event, type and size of venue, audience demographics, rehearsal/performance time constraints, skill level/instrumentation of band, special musical considerations/requests, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, to ensure the music is appropriate for the chosen concert and ceremony.

PERFORMANCE STEPS:

1. Compile all available information pertaining to the event.
2. Review references, as necessary.
3. Consider special requests for musical selections.
4. Consider required musical selections.
5. Consider availability of musical arrangements.
6. Consider available band personnel.
7. Select music for performance.
8. Sequence music in appropriate order.
9. Disseminate selected music to the band.

REFERENCES:

1. MAIELLO, ANTHONY CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
 2. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
 3. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
 4. HUNSBERGER, DONALD; ERNST, ROY THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
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5502-SUPT-2166: Procure music materials/publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, annual budget, music/publication catalogs, band command element input, and in a field or garrison environment.

STANDARD: In performance step sequence, ensuring all required music and publications are acquired in accordance with the references.

PERFORMANCE STEPS:

1. Identify music and publications to be procured.
2. Provide procurement list to Instrument Repair Technician for processing.
3. Ensure completed order is authorized.
4. Ensure ordered material is received.

REFERENCES:

1. BYRNE, FRANK PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
 2. MCO P5000.18B Marine Corps Band Manual
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5502-SUPT-2167: Procure musical instruments/band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, Periodic Replacement Plan (PRP), annual budget, band instrument catalogs, supply catalogs, purchase list provided by Instrument Repair Technician, and in a field or garrison environment.

STANDARD: Per the references, to ensure requested materials meet Table of Equipment (T/E) requirements, are properly receipted for, and the Consolidated Memorandum of Receipt (CMR) is annotated upon receipt.

PERFORMANCE STEPS:

1. Identify instruments and equipment to be purchased.
2. Provide procurement list to Instrument Repair Technician for processing.
3. Ensure completed order is authorized.
4. Ensure new instruments and equipment is received.
5. Ensure new instruments and equipment are added to current CMR, as appropriate.
6. Reconcile fiscal account, as necessary.

REFERENCES:

1. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
2. MCO P5000.18B Marine Corps Band Manual

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CHAPTER 5

MOS 5517 INDIVIDUAL EVENTS

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CHAPTER 5

MOS 5517 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 5517-ADMN-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Bandmaster MOS 5517). This chapter contains 5517 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Bandmasters are:

ADMN - Administration
FISC - Fiscal
PERF - Performance
PLAN - Planning
REHL - Rehearsal

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

1000 - Core Skills (initial MOS training conducted at formal schools)
2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

5002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. There are no 1000-level individual events for Bandmasters. 2000-level individual events for Bandmasters are taught at either follow-on schools, by MOJT or through Distance Learning. SPECIAL NOTE: PMOS 5517, Bandmaster, is programmed for deletion. Upon deletion, Marine musicians currently holding that PMOS will revert to their PMOS 5524 designation but will still be assigned to Bandmaster billets in the grades of MSgt/MGySgt. In future editions of this T&R Manual, the following events will be incorporated into the PMOS 5524 Chapter.

EVENT	DESCRIPTION	PAGE
ADMINISTRATION		
5517-ADMN-2001	Write band command chronology	5-4
5517-ADMN-2002	Write commitment After Action Report	5-4
FISCAL		
5517-FISC-2032	Write Musical Unit Resources Exhibit (MURE)	5-5
PERFORMANCE		
5517-PERF-2075	Narrate concert	5-5
PLANNING		
5517-PLAN-2100	Develop annual operational plan	5-6
5517-PLAN-2101	Develop band rehearsal schedule	5-6
5517-PLAN-2102	Develop annual Unit Sustainment Training (UST) Plan	5-7
5517-PLAN-2103	Maintain band schedule	5-8
5517-PLAN-2104	Develop Plan of the Day (POD)	5-8
5517-PLAN-2106	Evaluate commitment requests	5-9
REHEARSAL		
5517-REHL-2120	Audition personnel	5-9

5003. 2000-LEVEL EVENTS

5517-ADMN-2001: Write band command chronology

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, commitment calendar, After Action Reports, band personnel rosters, and a computer with word processing software, and in a field or garrison environment.

STANDARD: Which reflects all band performances, personnel changes, and history for the designated period and is in accordance with the references.

PERFORMANCE STEPS:

1. Review commitment calendar for designated period.
2. Review After Action Reports for designated period.
3. Review personnel rosters for the designated period.
4. Compile information.
5. Incorporate pertinent data.
6. Prepare narratives.
7. Make copy for local records.
8. Submit for approval.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
2. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program

5517-ADMN-2002: Write commitment After Action Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a blank After Action Report form, commitment folder pertaining to a completed commitment, and in a field or garrison environment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete, and is accordance with the references.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.

3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment.
4. Notate musical selections performed at commitment.
5. Submit completed After Action Report, with commitment folder, to Band Officer.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. SECNAVINST 5720.44B Public Affairs Policy and Regulations
-

5517-FISC-2032: Write Musical Unit Resources Exhibit (MURE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a blank MURE, current fiscal year (FY) records, current end strength reports, current commitment records in a field or garrison environment.

STANDARD: Per the references, ensuring complete and accurate information.

PERFORMANCE STEPS:

1. Incorporate last year's fiscal and operational requirements into the exhibit.
2. Incorporate current fiscal year's budget and projected calendar year's operational requirements into exhibit.
3. Incorporate next year's projected budget (FY+1/Calendar (CY)+1) and operational requirements into the exhibit.
4. Submit for approval.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO P7100.8K Field Budget Guidance Manual
-

5517-PERF-2075: Narrate concert

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, prepared concert notes, preparation time with the band, and in a field or garrison environment.

STANDARD: Per the reference and in accordance with concert notes, to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

REFERENCE:

1. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)

5517-PLAN-2100: Develop annual operational plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, previous year's command chronology, projected military requirements, recruiting command support, community relations events, unit sustainment training requirements, and in a field or garrison environment.

STANDARD: Per the references, to ensure all national and local support requirements and periods of non-availability are reflected.

PERFORMANCE STEPS:

1. Prioritize requirements.
2. Determine operational tempo.
3. Identify projected periods of non-availability for training evolutions.
4. Identify projected periods for supporting national community relations events.
5. Identify projected periods of non-availability for leave.
6. Reconcile conflicts.
7. Submit plan for approval.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual

5517-PLAN-2101: Develop band rehearsal schedule

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, operational plan, commitment schedule, musical requirements for upcoming commitments, skill level of ensembles, list of available personnel, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to ensure appropriate time is allotted for music and drill rehearsal.

PERFORMANCE STEPS:

1. Obtain ensemble leaders' rehearsal requirements.
2. Prioritize requirements.
3. Review band commitment schedule
4. Review band operation plan.
5. Resolve identified conflicts.
6. Determine required rehearsal time.
7. Forward to Band Officer for approval.
8. Publish rehearsal schedule.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5517-PLAN-2102: Develop annual Unit Sustainment Training (UST) Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a projected operational plan, available command training quotas and dates, MOS/non-MOS training opportunities, and in a field or garrison environment.

STANDARD: Per the references, to ensure the operational tempo and mandatory training requirements are not adversely affected by non-MOS training opportunities.

PERFORMANCE STEPS:

1. Review projected operational plan.
2. Identify additional training opportunities.
3. Finalize coordinated external training events.
4. Finalize coordinated internal training events.
5. Submit UST plan for approval.
6. Disseminate plan, as necessary.

REFERENCES:

1. MCO 1500.51A Marine Corps Common Skills (MCCS) Program
2. MCO 1500.52C Marine Corps Water Survival Training (MCWST)
3. MCO 1510.79B Individual Training Standards System for OccFld 55 Music

4. MCO 3400.3F Nuclear, Biological, and Chemical Defense (NBCD) Training
 5. MCO P5000.18B Marine Corps Band Manual
 6. MCO P6100.12 W/CH 1 Marine Corps Physical Fitness Test and Body Composition Program Manual
 7. MCRP 3-02B Marine Corps Martial Arts
-

5517-PLAN-2103: Maintain band schedule

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, an annual operational plan, Unit Sustainment Training (UST) plan, computer with scheduling software, commitment requests, and in a field and garrison environment.

STANDARD: Which is 100% accurate, reflects the current operational tempo, and is in accordance with the references.

PERFORMANCE STEPS:

1. Incorporate Unit Sustainment Training (UST) plan into the band schedule.
2. Incorporate annual operational plan into the band schedule.
3. Record pending commitment requests.
4. Record approved commitment requests.
5. Remove denied commitment requests.
6. Print updated schedules, as required.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5517-PLAN-2104: Develop Plan of the Day (POD)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, commitment schedule, rehearsal schedule, training schedule, transportation requirements, duty roster(s), individual appointments, and in a field or garrison environment.

STANDARD: To ensure operational, training, and personnel requirements are met in accordance with the references.

PERFORMANCE STEPS:

1. Identify day's requirements.

2. List day's requirements in chronological order.
3. Resolve identified conflicts.
4. Submit draft to Band Officer.
5. Incorporate changes, as required.
6. Forward to administrative office for preparation and signature.
7. Publish POD.

REFERENCE:

1. SECNAVINST 5216.5 W/CH 1-2 Department of the Navy (DON) Correspondence Manual

5517-PLAN-2106: Evaluate commitment requests

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a commitment request, current commitment schedule, rehearsal schedule, operational plan, Unit Sustainment Training (UST) plan, funding requirements, personnel/instrumentation availability, and in a field or garrison environment.

STANDARD: Per the references, to determine supportability based on resources, schedule, and legalities.

PERFORMANCE STEPS:

1. Review the band schedule.
2. Contact sponsor for additional information.
3. Evaluate legality of commitment.
4. Determine musical support requirements.
5. Determine logistical support requirements.
6. Verify availability of appropriate ensemble for request.
7. Recommend approval or disapproval.
8. Forward to Band Officer.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual
3. SECNAVINST 5720.44B Public Affairs Policy and Regulations

5517-REHL-2120: Audition personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, designated location, and in a field or garrison environment.

STANDARD: In performance step sequence, to ascertain technical proficiency and ensuring 100% accuracy and consistency with Audition Standards Manual.

PERFORMANCE STEPS:

1. Evaluate competency by observing the musical criteria demonstrated by auditionee.
2. Describe each criterion observed in descriptive adjectives.
3. Record the numerical score for each criterion that most accurately corresponds to the descriptive adjective.
4. Average the numerical score for all criteria.
5. Record the average in the appropriation block on the audition form.
6. Counsel auditionee on final results.
7. File copy of audition form and forward, as appropriate.

REFERENCES:

1. MCBUL 1200 Military Occupational Specialties Manual
2. MCO P5000.18B Marine Corps Band Manual
3. MUSCOLINST 1300.1 Audition Standards Manual

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CHAPTER 6

MOS 5519 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 6

MOS 5519 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 5519-ADMN-2002. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Enlisted Conductor MOS 5519). This chapter contains 5519 events.

b. The second four alpha characters represent the functional or duty area (e.g., CREL - Community Relations). Functional areas for Enlisted Conductors are:

- ADMN - Administration
- CREL - Community Relations
- PERF - Performance
- PLAN - Planning
- REHL - Rehearsal
- SUPT - Support

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

- 1000 - Core Skills (initial MOS training conducted at formal schools)
- 2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

6002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. There are no 1000-level individual events for Enlisted Conductors. 2000-level individual events for Enlisted Conductors are taught at follow-on schools, by MOJT or through Distance Learning.

ADMINISTRATION		
5519-ADMN-2002	Write commitment After Action	6-4
5519-ADMN-2006	Update band historical records	6-4
COMMUNITY RELATIONS		
5519-CREL-2020	Coordinate publicity for performance	6-5
5519-CREL-2021	Deliver Marine Corps band marketing presentation	6-5
5519-CREL-2022	Design printed programs	6-6
5519-CREL-2023	Develop band press package	6-6
5519-CREL-2024	Update band website	6-7
PERFORMANCE		
5519-PERF-2070	Lead performance of ceremonial music	6-7
5519-PERF-2075	Narrate concert	6-8
PLANNING		
5519-PLAN-2101	Develop band rehearsal schedule	6-9
5519-PLAN-2107	Coordinate musical support for commitments	6-9
5519-PLAN-2108	Coordinate logistical support for commitments	6-10
REHEARSAL		
5519-REHL-2120	Audition personnel	6-11
5519-REHL-2121	Lead rehearsal of ceremonial music	6-11
5519-REHL-2128	Program music for performance	6-12
SUPPORT		
5519-SUPT-2160	Supervise marketing/public affairs section	6-13

6003. 2000-LEVEL EVENTS

5519-ADMN-2002: Write commitment After Action Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a blank After Action Report form, commitment folder pertaining to a completed commitment, and in a field or garrison environment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete, and is accordance with the references.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment.
4. Notate musical selections performed at commitment.
5. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. SECNAVINST 5720.44B Public Affairs Policy and Regulations
-

5519-ADMN-2006: Update band historical records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, photographs, articles, programs, other files pertaining to the band, computer with appropriate software, administrative supplies, and in a field or garrison environment.

STANDARD: Per the references, to ensure that the chronological record is 100% accurate and complete.

PERFORMANCE STEPS:

1. Collect all applicable materials.

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2. Consolidate materials into a chronological record.
3. Utilize appropriate storage for all historical materials.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
-

5519-CREL-2020: Coordinate publicity for performances**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 12 months**BILLETS:** Enlisted Conductor**GRADES:** SSGT, GYSGT**INITIAL TRAINING SETTING:** FORMAL**CONDITION:** Given the references, type of ensemble, commitment date and time, location of performance, access to local media, and in a field or garrison environment.**STANDARD:** In performance step sequence and per the references, to ensure all applicable media contacts received are 100% complete and accurate.**PERFORMANCE STEPS:**

1. Gather all information pertaining to performance.
2. Assemble press package from appropriate press materials.
3. Provide press package to commitment sponsor.
4. Coordinate local media coverage with commitment sponsor.
5. Coordinate local media coverage with local recruiter.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
-

5519-CREL-2021: Deliver Marine Corps band marketing presentation**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 12 months**BILLETS:** Enlisted Conductor**GRADES:** SSGT, GYSGT**INITIAL TRAINING SETTING:** MOJT**CONDITION:** Given the references, a targeted audience, current band information, computer with presentation software, and in a field or garrison environment.**STANDARD:** Per the references, which addresses current leadership and performance opportunities within Marine Corps Bands.

PERFORMANCE STEPS:

1. Schedule presentation.
2. Gather demographic information on civilian musical unit.
3. Prepare presentation outline.
4. Answer questions.

REFERENCES:

1. MCO 1130.53P w/CH 1 Enlistment Incentive Programs
2. MCO 5726.15 Marine Corps Band Support of Community Relations
3. MCO P5000.18B Marine Corps Band Manual
4. MCRC VOLUME 3-Guidebook for Recruiting Station Operations
5. MUSCOLINST 1300.1 Audition Standards Manual
6. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)

5519-CREL-2022: Design printed programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, a computer with appropriate software, information related to the performance, and in a field or garrison environment.

STANDARD: Per the reference, ensuring the printed programs contains all required information, and is prepared without typographical and grammatical errors.

PERFORMANCE STEPS:

1. Review all commitment information.
2. Determine ensemble and repertoire to be performed.
3. Coordinate information gathered into a cohesive program.
4. Estimate size of audience in order to print a suitable number of programs.
5. Upon approval, print programs.
6. Review printed programs for accuracy and artistic merit.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual

5519-CREL-2023: Develop band press package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, computer with appropriate software, web access, digital camera, color laser printer, photographs, public service announcements, programs, historical and descriptive literature, biographical information, and in a field or garrison environment.

STANDARD: Per the references, ensuring the press package contains all required information, and is prepared without typographical and grammatical errors.

PERFORMANCE STEPS:

1. Compile current material.
2. Generate compilation of all media.
3. Distribute compiled package to commitment sponsors.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual

5519-CREL-2024: Update band website

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a computer with access to an official Department of Defense (DoD) server, appropriate software, appropriate permissions, updated band information, and in a field or garrison environment.

STANDARD: Per the references, ensuring data is updated bi-monthly, properly formatted, and 100% accurate.

PERFORMANCE STEPS:

1. Access DoD server.
2. Obtain all pertinent authorized information.
3. Verify edited site information and links.
4. Update bi-monthly.

REFERENCES:

1. MCO 5720.76 Standardization of Publicly Accessible Web Pages
2. MCO P5000.18B Marine Corps Band Manual
3. PUBLIC LAW 94-553 Federal Copyright Act, Title 17 of U. S. Code

5519-PERF-2070: Lead performance of ceremonial music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an approved ceremony, an equipped ceremonial band, designated music, appropriate performance venue, and in a field or garrison environment.

STANDARD: To provide performance guidance through appropriate gestures, maintain continuity and flow to industry standards.

PERFORMANCE STEPS:

1. Ensure band is assembled at performance venue with designated music and equipment.
2. Ensure all coordination is completed.
3. Ensure all technical support is completed.
4. Review sequence of events with the band.
5. Conduct programmed music.
6. Conclude performance.

REFERENCES:

1. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR; A college text based on the technical principles of Nicolai Malko as set forth in The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
 2. HUNSBERGER, DONALD; ERNST, ROY THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
 3. MAIELLO, ANTHONY CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
 4. MCELHERAN, BROD CONDUCTING TECHNIQUE FOR BEGINNERS AND PROFESSORS; Publisher: Oxford University Press
-

5519-PERF-2075: Narrate concert

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, prepared concert notes, preparation time with the band, and in a field or garrison environment.

STANDARD: Per the reference and in accordance with concert notes, to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

REFERENCE:

1. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)
-

5519-PLAN-2101: Develop band rehearsal schedule

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, band schedule, list of available personnel, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to ensure appropriate time is allotted for music and drill rehearsal.

PERFORMANCE STEPS:

1. Obtain band schedule from Bandmaster.
2. Determine rehearsal priorities.
3. Determine rehearsal time requirements.
4. Forward requirements to Bandmaster.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5519-PLAN-2107: Coordinate musical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a commitment request for ceremonial musical support, letter of acceptance, commitment worksheet, and in a field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all musical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Review commitment folder.
2. Contact sponsor.
3. Consider special music requests.
4. Determine performance requirements.
5. Determine performance area.
6. Confirm sequence of events with sponsor.

7. Determine musical line up.
8. Determine sound reinforcement requirements.
9. Determine set up requirements.
10. Determine required personnel for commitment.
11. Plan rehearsal requirements.
12. Create program notes.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. MCO 5060.20 1 Marine Corps Drill and Ceremonies Manual
 4. STARK, S. H. LIVE SOUND REINFORCEMENT
-

5519-PLAN-2108: Coordinate logistical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a commitment request for musical support, letter of acceptance, commitment worksheet, concept of operation, and in a field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all logistical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Contact sponsor.
2. Determine requirements.
3. Request air transportation, as necessary.
4. Request ground transportation from command and/or sponsor, as necessary.
5. Request messing, as necessary.
6. Request billeting, as necessary.
7. Request on site logistical support.
8. Determine uniform requirement.
9. Complete all required rosters and orders.
10. Record information on commitment worksheet.

REFERENCES:

1. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
 2. MCO 4631.11 DoD Policy on the Use of Government Aircraft and Air Travel
 3. MCO 5726.15 Marine Corps Band Support of Community Relations
 4. MCO P1020.34G W/CH 1-4 Marine Corps Uniform Regulations
 5. MCO P5000.18B Marine Corps Band Manual
 6. OPNAVINST 4631.2 D Management of Department of the Navy (DON) Airlift Assets
-

5519-REHL-2120: Audition personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, designated location, and in a field or garrison environment.

STANDARD: In performance step sequence, to ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:

1. Evaluate competency by observing the musical criteria demonstrated by auditionee.
2. Describe each criteria observed in descriptive adjectives.
3. Record the numerical score for each criterion that most accurately corresponds to the descriptive adjective.
4. Average the numerical score for all criteria.
5. Record the average in the appropriate block on the audition form.
6. Counsel auditionee on final results.
7. File copy of audition form and forward, as appropriate.

REFERENCES:

1. MCBUL 1200 Military Occupational Specialties Manual
 2. MCO P5000.18B Marine Corps Band Manual
 3. MUSCOLINST 1300.1 Audition Standards Manual
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5519-REHL-2121: Lead rehearsal of ceremonial music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an appropriate rehearsal space, an equipped ceremonial band, designated music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.

3. Identify rehearsal objectives.
4. Ensure ceremonial band is assembled with designated music and equipment.
5. Ensure ceremonial band is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback for next rehearsal and performance.
9. Conclude rehearsal.

REFERENCES:

1. MCELHERAN, BROO CONDUCTING TECHNIQUE FOR BEGINNERS AND PROFESSORS;
Publisher: Oxford University Press
2. MCO P5000.18B Marine Corps Band Manual
3. NAVEDTRA 10243 Ear Training Manual for Musicians
4. NAVEDTRA 10244 Basic Music
5. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
6. HUNSBERGER, DONALD; ERNST, ROY THE ART OF CONDUCTING; Publisher:
WCB/McGraw-Hill (November 1991)

5519-REHL-2128: Program music for performance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, audience demographics, type and size of venue, rehearsal and performance time parameters, instrumentation and skill level of band, special musical considerations, and in a field and garrison environment.

STANDARD: In performance step sequence and per the references, to ensure the music is appropriate for the chosen concert and ceremony.

PERFORMANCE STEPS:

1. Compile all available information pertaining to the event.
2. Review references, as necessary.
3. Consider special requests for musical selections.
4. Consider required musical selections.
5. Consider availability of musical arrangements.
6. Consider available band personnel.
7. Select music for performance.
8. Sequence music in appropriate order.
9. Disseminate selected music to the band.

REFERENCES:

1. BATTISTI, FRANK 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
 2. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
 3. HUNSBERGER, DONALD; ERNST, ROY THE ART OF CONDUCTING; Publisher:
WCB/McGraw-Hill (November 1991)
-

5519-SUPT-2160: Supervise marketing/public affairs section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, photographs, articles, programs, other files pertaining to the band, computer with appropriate software, administrative supplies, and in a field or garrison environment.

STANDARD: Per the references, to ensure that the chronological record is 100% accurate and complete.

PERFORMANCE STEPS:

1. Train personnel to execute all required public affairs functions.
2. Consolidate materials into a chronological record.
3. Utilize appropriate storage for all historical materials.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
2. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program

MUSIC T&R MANUAL

CHAPTER 7

MOS 5521 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 7

MOS 5521 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 5521-BNDR-2010. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Drum Major MOS 5521). This chapter contains 5521 events.

b. The second four alpha characters represent the functional or duty area (e.g., PERF - Performance). The functional areas for Drum Majors are:

- ADMN - Administration
- BNDR - Band Drill
- PERF - Performance
- PLAN - Planning
- REHL - Rehearsal
- SUPT - Support

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

- 1000 - Core Skills (initial MOS training conducted at formal schools)
- 2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

7002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. There are no 1000-level individual events for Drum Majors. 2000-level individual events for Drum Majors are taught at either follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATION	
5521-ADMN-2002	Write commitment After Action Report	7-4
	BAND DRILL	
5521-BNDR-2010	Lead rehearsal of ceremonial band on the march	7-4
5521-BNDR-2011	Maneuver band with mace signals	7-5
	PERFORMANCE	
5521-PERF-2072	Lead ceremonial band on the march	7-5
5521-PERF-2075	Narrate concert	7-6
	PLANNING	
5521-PLAN-2101	Develop band rehearsal schedule	7-7
5521-PLAN-2107	Coordinate musical support for commitments	7-7
5521-PLAN-2108	Coordinate logistical support for commitments	7-8
	REHEARSAL	
5521-REHL-2121	Lead rehearsal of ceremonial music	7-9
5521-REHL-2128	Program music for performance	7-9
5521-SUPT-2161	Supervise administrative section	7-10

7003. 2000-LEVEL EVENTS

5521-ADMN-2002: Write commitment After Action Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a blank After Action Report form, commitment folder pertaining to a completed commitment, and in a field or garrison environment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete, and is accordance with the references.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment.
4. Notate musical selections performed at commitment.
5. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. SECNAVINST 5720.44B Public Affairs Policy and Regulations
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5521-BNDR-2010: Lead rehearsal of ceremonial band on the march

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, a properly sized mace, an equipped band, fair weather, marching area, practice time, and in field or garrison environment.

STANDARD: Per the reference, to maintain proper deportment and control and to ensure maneuver is in accordance with the designated plan and at a proper marching tempo.

PERFORMANCE STEPS:

1. Identify goals for rehearsal.

2. Develop rehearsal plan.
3. Determine musical selections.
4. Form the band.
5. Brief the rehearsal plan to the band.
6. Execute maneuvers using verbal commands or mace signals, as appropriate.
7. Correct music while the band is maneuvering or halted, as appropriate.
8. Correct drill while band is maneuvering or halted, as appropriate.
9. Command "Fall Out" at completion of field drill session.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5521-BNDR-2011: Maneuver band with mace signals

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, properly sized mace, ceremonial sequence, an equipped band, performance area, and in a field or garrison environment.

STANDARD: Per the references, to maintain proper deportment and control, ensuring maneuver is in accordance with the ceremonial sequence, at a proper marching tempo, and the band is positioned within two paces of correct placement.

PERFORMANCE STEPS:

1. Form the band.
2. State the ceremonial sequence.
3. Perform mace signals while observing musical phrasing, as required.
4. Implement contingencies, as required.
5. Complete the ceremonial sequence.
6. Provide feedback.
7. Command "Fall Out" at completion of ceremony.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
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5521-PERF-2072: Lead ceremonial band on the march

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an approved ceremony, an appropriate performance venue, an equipped ceremonial band, designated music, and in a field or garrison environment.

STANDARD: Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure band is assembled at performance venue with designated music and equipment.
2. Ensure all coordination is completed.
3. Ensure all technical support is complete.
4. Review sequence of events with band.
5. Conduct programmed music, as appropriate.
6. Direct maneuvers using verbal commands or mace signals, as appropriate.
7. Conclude performance.

REFERENCES:

1. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR: A college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
2. MCO P5000.18B Marine Corps Band Manual
3. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
4. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

5521-PERF-2075: Narrate concert

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, prepared concert notes, preparation time with the band, and in a field or garrison environment.

STANDARD: Per the reference and in accordance with concert notes, to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

REFERENCE:

1. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)
-

5521-PLAN-2101: Develop band rehearsal schedule

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, band schedule, list of available personnel, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to ensure appropriate time is allotted for music and drill rehearsal.

PERFORMANCE STEPS:

1. Obtain band schedule from Bandmaster.
2. Determine rehearsal priorities.
3. Determine rehearsal time requirements.
4. Forward requirements to Bandmaster.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5521-PLAN-2107: Coordinate musical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a commitment request for musical support, letter of acceptance, commitment folder, and in a field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all musical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Review commitment folder.
2. Contact sponsor.
3. Consider special music requests.
4. Determine performance requirements.
5. Determine performance area.
6. Confirm sequence of events with sponsor.
7. Determine musical line up.
8. Determine sound reinforcement requirements.
9. Determine set up requirements.
10. Determine required personnel for commitment.

11. Plan rehearsal requirements.
12. Create program notes.

REFERENCES:

1. MCBUL 5060 Series National Anthems and Ceremonies
2. MCO P5000.18B Marine Corps Band Manual
3. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
4. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

5521-PLAN-2108: Coordinate logistical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a commitment request for musical support, letter of acceptance, commitment worksheet, concept of operation, and in a field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all logistical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Contact sponsor.
2. Determine requirements.
3. Request air transportation, as necessary.
4. Request ground transportation from command and/or sponsor, as necessary.
5. Request messing, as necessary.
6. Request billeting, as necessary.
7. Request on site logistical support.
8. Determine uniform requirement.
9. Complete all required rosters and orders.
10. Record information on commitment worksheet.

REFERENCES:

1. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
2. MCO 4631.11 DoD Policy on the Use of Government Aircraft and Air Travel
3. MCO 5726.15 Marine Corps Band Support of Community Relations
4. MCO P1020.34G W/CH 1-4 Marine Corps Uniform Regulations
5. MCO P5000.18B Marine Corps Band Manual
6. OPNAVINST 4631.2D Management of Department of the Navy (DON) Airlift Assets

5521-REHL-2121: Lead rehearsal of ceremonial music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an appropriate rehearsal space, an equipped ceremonial band, and designated music.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ceremonial band is assembled with designated music and equipment.
5. Ensure ceremonial band is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback for next rehearsal and performance.
9. Conclude rehearsal.

REFERENCES:

1. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
2. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR: A college test based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
3. MCO P5000.18B Marine Corps Band Manual
4. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
5. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

5521-REHL-2128: Program music for performance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, audience demographics, type and size of venue, rehearsal and performance time parameters, instrumentation and skill level of band, special musical considerations, and in a field and garrison environment.

STANDARD: In performance step sequence and per the references, to ensure the music is appropriate for the chosen concert and ceremony.

PERFORMANCE STEPS:

1. Compile all available information pertaining to the event.
2. Review references, as necessary.
3. Consider special requests for musical selections.
4. Consider required musical selections.
5. Consider availability of musical arrangements.
6. Consider available band personnel.
7. Select music for performance.
8. Sequence music in appropriate order.
9. Disseminate selected music to the band.

REFERENCES:

1. BATTISTI, FRANK 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
 2. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
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5521-SUPT-2161: Supervise administration section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, the band's organizational and operational administration requirements, personnel records, and in a field or garrison environment.

STANDARD: Per the references, ensuring that all organizational and operational administrative requirements are fulfilled and 100% accurate.

PERFORMANCE STEPS:

1. Train assigned personnel to execute all required administration functions.
2. Verify accuracy of organizational records.
3. Verify accuracy of operational records.

REFERENCES:

1. MCO 4631.11 DoD Policy on the Use of Government Aircraft and Air Travel
2. MCO P1000.6G Assignment, Classification and Travel Systems Manual (ACTSMAN)
3. MCO P1070.12 W/CH 1 Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1400.32D Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
5. MCO P1610.7F Performance Evaluation System (PES)
6. MCO P5000.18B Marine Corps Band Manual
7. SECNAVINST 5216.5 W/CH 1-2 Department of the Navy (DON) Correspondence Manual
8. SECNAVINST M-5210.2 Standard Subject Identification Codes

MUSIC T&R MANUAL

CHAPTER 8

MOS 5522 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 8

MOS 5522 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 5522-PERF-1075. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Small Ensemble Leader MOS 5522). This chapter contains 5522 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Small Ensemble Leaders are:

ADMN - Administration
PERF - Performance
PLAN - Planning
REHL - Rehearsal
SUPT - Support

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

1000 - Core Skills (initial MOS training conducted at formal schools)
2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

8002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Small Ensemble Leader 1000-level individual events.

EVENT	DESCRIPTION	PAGE
PERFORMANCE		
5522-PERF-1075	Perform jazz ensemble music	8-4
5522-PERF-1076	Perform show band music	8-4
5522-PERF-1077	Perform small ensemble music	8-5
5522-PERF-1078	Perform combo music	8-5
5522-PERF-1079	Perform assigned instrument at 3.0 level	8-6

2. 2000-LEVEL EVENTS. 2000-level individual events for Small Ensemble Leaders are taught at either follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
ADMINISTRATION		
5522-ADMN-2002	Write commitment After Action Report	8-7
PERFORMANCE		
5522-PERF-2074	Improvise from lead sheet/chord changes	8-7
5522-PERF-2075	Narrate concert	8-8
5522-PERF-2076	Lead performance of combo music	8-8
5522-PERF-2077	Lead performance of small ensemble music	8-9
5522-PERF-2078	Lead performance of jazz ensemble music	8-10
5522-PERF-2079	Lead performance of show band music	8-11
PLANNING		
5522-PLAN-2101	Develop band rehearsal schedule	8-11
5522-PLAN-2107	Coordinate musical support for commitments	8-12
5522-PLAN-2108	Coordinate logistical support for commitments	8-13
REHEARSAL		
5522-REHL-2120	Audition personnel	8-14
5522-REHL-2123	Lead rehearsal of jazz ensemble music	8-15
5522-REHL-2124	Lead rehearsal of show band	8-15
5522-REHL-2125	Lead rehearsal of small ensemble music	8-16
5522-REHL-2126	Lead rehearsal of combo music	8-17
5522-REHL-2128	Program music for performance	8-18
SUPPORT		
5522-SUPT-2162	Supervise sound reinforcement section	8-19
5522-SUPT-2163	Supervise audio recording support	8-19

8003. 1000-LEVEL EVENTS

5522-PERF-1075: Perform jazz ensemble music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a jazz ensemble, given the reference, an ensemble, an ensemble leader, music, and in a field or garrison environment.

STANDARD: Per the reference, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune instrument to given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5522-PERF-1076: Perform show band music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a show band, given the reference, an ensemble, an ensemble leader, music, and in a field or garrison environment.

STANDARD: Per the reference, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune instrument to given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5522-PERF-1077: Perform small ensemble music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of an ensemble, given the reference, an ensemble leader, music, and field or garrison environment.

STANDARD: Per the reference, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune the instrument to the given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5522-PERF-1078: Perform combo music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a combo, given the references, music, and a combo leader.

STANDARD: Per the references, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune the instrument to the given pitch.
2. Perform the music, following the unit leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

REFERENCES:

1. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
2. COKER PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)

3. COKER, JERRY IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18B Marine Corps Band Manual
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5522-PERF-1079: Perform assigned instrument at 3.0 level

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an assembled instrument, an evaluator, designated location, prepared grade V solo, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, demonstrating required techniques, characteristic tone, appropriate musical interpretation, and with accurate rhythm.

PERFORMANCE STEPS:

1. Meet evaluator at a designated location.
2. Perform prepared piece.
3. Perform scales or rudiments designated by the evaluator.
4. Perform principal parts of unrehearsed music, as provided by the evaluator.
5. Obtain feedback from the evaluator.

REFERENCES:

1. MUSCOLINST 1300.1 Audition Standards Manual
 4. MCO P5000.18B Marine Corps Band Manual
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8004. 2000-LEVEL EVENTS

5522-ADMN-2002: Write commitment After Action Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a blank After Action Report form, commitment folder pertaining to a completed commitment, and in a field or garrison environment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete, and is accordance with the references.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment.
4. Notate musical selections performed at commitment.
5. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. SECNAVINST 5720.44B Public Affairs Policy and Regulations
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5522-PERF-2074: Improvise from lead sheet/chord changes

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, musical instrument, appropriate accompaniment, a musical lead sheet with chord changes, and in a field or garrison environment.

STANDARD: Per the references, to create a stylistically appropriate musical solo within proper chord structure.

PERFORMANCE STEPS:

1. Study lead sheet with chord changes.
2. Perform a melody consistent with the style of the composition.

REFERENCES:

1. AEBERSOLD, J. JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold
 2. AEBERSOLD, JAMEY TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
 3. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 4. RILEY; THRESS (EDITOR) ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
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5522-PERF-2075: Narrate concert

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, prepared concert notes, preparation time with the band, and in a field or garrison environment.

STANDARD: Per the reference and in accordance with concert notes, to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

REFERENCE:

1. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)
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5522-PERF-2076: Lead performance of combo music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an equipped ensemble, proper music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, ensuring notes, rhythm, and style are accurately produced.

PERFORMANCE STEPS:

1. Ensure combo is assembled at performance venue with designated music and equipment.
2. Ensure all technical support is complete.
3. Ensure all coordination is completed.
4. Ensure ensemble is properly tuned.
5. Lead performance of programmed music.
6. End performance.

REFERENCES:

1. AEBERSOLD, J. JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold
 2. AEBERSOLD, JAMEY TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
 3. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 4. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 5. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 6. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 7. REED, TED SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)
 8. RILEY; THRESS (EDITOR) ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
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5522-PERF-2077: Lead performance of small ensemble music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, an equipped ensemble, music, and in field or garrison environment.

STANDARD: In performance step sequence and per the reference, ensuring notes, rhythm, and style are accurately produced.

PERFORMANCE STEPS:

1. Ensure ensemble is assembled at performance venue with designated music and equipment.
2. Ensure all technical support is completed.
3. Ensure all coordination support is completed.
4. Ensure ensemble is properly tuned.
5. Led performance of programmed music.
6. End performance.

REFERENCE:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson

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- Publications (1990)
2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. HUNSBERGER, DONALD; ERNST, ROY; THE ART OF CONDUCTING; Publisher: McGraw-Hill (November 1991)
 5. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 6. MCO P5000.18B Marine Corps Band Manual

5522-PERF-2078: Lead performance of jazz ensemble music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an equipped jazz ensemble, music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, providing performance guidance by maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure ensemble is assembled at performance venue with designated music and equipment.
2. Ensure all technical support is complete.
3. Ensure all coordination is completed.
4. Ensure ensemble is properly tuned.
5. Lead performance of programmed music.
6. End performance.

REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
5. NAVEDTRA 10243 Ear Training Manual for Musicians
6. NAVEDTRA 10244 Basic Music

5522-PERF-2079: Lead performance of show band music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an equipped show band, music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, providing performance guidance by maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure ensemble is assembled at performance venue with designated music and equipment.
2. Ensure all technical support is complete.
3. Ensure all coordination is completed.
4. Ensure ensemble is properly tuned.
5. Lead performance of programmed music.
6. End performance.

REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 5. NAVEDTRA 10243 Ear Training Manual for Musicians
 6. NAVEDTRA 10244 Basic Music
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5522-PLAN-2101: Develop band rehearsal schedule

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, band schedule, band operational plan, skill level of ensembles, a list of the small ensembles, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to ensure appropriate time is allotted for music and drill rehearsal.

PERFORMANCE STEPS:

1. Obtain band schedule from Bandmaster.
2. Determine rehearsal priority for each ensemble.
3. Determine rehearsal time requirements.
4. Forward requirements to Bandmaster.

REFERENCE:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 5. MCO P5000.18B Marine Corps Band Manual
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5522-PLAN-2107: Coordinate musical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a commitment request for musical support, letter of acceptance, commitment folder, and in a field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all musical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Review commitment folder.
2. Contact sponsor.
3. Consider special music requests.
4. Determine performance requirements.
5. Determine performance area.
6. Confirm sequence of events with sponsor.
7. Determine musical line up.
8. Determine sound reinforcement requirements.
9. Determine set up requirements.
10. Determine required personnel for commitment.
11. Plan rehearsal requirements.
12. Create program notes.

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REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 5. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
 6. MCO 5726.15 Marine Corps Band Support of Community Relations
 7. MCO P1020.34G W/CH 1-4 Marine Corps Uniform Regulations
 8. MCO P5000.18B Marine Corps Band Manual
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5522-PLAN-2108: Coordinate logistical support for commitments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a commitment request for musical support, letter of acceptance, commitment worksheet, concept of operation, and in field or garrison environment.

STANDARD: Ensuring the commitment worksheet is 100% complete and accurate, and all logistical requirements are accomplished and are in accordance with the references.

PERFORMANCE STEPS:

1. Contact sponsor.
2. Determine requirements.
3. Request air transportation, as necessary.
4. Request ground transportation from command and/or sponsor, as necessary.
5. Request messing, as necessary.
6. Request billeting, as necessary.
7. Request on site logistical support.
8. Determine uniform requirement.
9. Complete all required rosters and orders.
10. Record information on commitment worksheet.

REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)

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4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD;
Publisher: Berkley Press Publications (1965)
5. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
6. MCO 4631.11 DoD Policy on the Use of Government Aircraft and Air Travel
7. MCO 5726.15 Marine Corps Band Support of Community Relations
8. MCO P1020.34G W/CH 1-4 Marine Corps Uniform Regulations
9. MCO P5000.18B Marine Corps Band Manual
10. OPNAVINST 4631.2 D Management of Department of the Navy (DON) Airlift Assets

5522-REHL-2120: Audition personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, designated location, and in a field or garrison environment.

STANDARD: In performance step sequence, to ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:

1. Evaluate competency by observing the musical criteria demonstrated by auditionee.
2. Describe each criterion observed in descriptive adjectives.
3. Record the numerical score for each criterion that most accurately corresponds to the descriptive objective.
4. Average the numerical score for all criteria.
5. Record the average in the appropriate block on the audition form.
6. Counsel auditionee on final results.
7. File copy of audition form and forward, as appropriate.

REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
5. MCBUL 1200 Military Occupational Specialties Manual
6. MCO P5000.18B Marine Corps Band Manual
7. MUSCOLINST 1300.1 Audition Standards Manual

5522-REHL-2123: Lead rehearsal of jazz ensemble music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an equipped jazz ensemble, appropriate rehearsal space, sound reinforcement support, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ensemble is assembled with designated music and equipment.
5. Ensure ensemble is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Conclude rehearsal.
9. Provide verbal feedback for next rehearsal and performance.

REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 5. MARSALIS, WYNTON MARSALIS ON MUSIC; (1995)
-

5522-REHL-2124: Lead rehearsal of show band music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an equipped show band, appropriate rehearsal space, sound reinforcement support, and in a field or garrison environment.

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STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ensemble is assembled with designated music and equipment.
5. Ensure ensemble is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Conclude rehearsal.
9. Provide verbal feedback for next rehearsal and performance.

REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 5. MARSALIS, WYNTON MARSALIS ON MUSIC; (1995)
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5522-REHL-2125: Lead rehearsal of small ensemble music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, appropriate rehearsal space, an equipped musical unit, designated music, and in field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting performance errors through verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ensemble is assembled with designated music and equipment.
5. Ensure ensemble is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback for next rehearsal and performance.
9. Conclude rehearsal.

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REFERENCES:

1. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
 2. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
 3. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
 4. HUNSBERGER, DONALD; ERNST, ROY; THE ART OF CONDUCTING; Publisher: McGraw-Hill (November 1991)
 5. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)
 6. NAVEDTRA 10243 Ear Training Manual for Musicians
 7. STEIN, LEON STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS; Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)
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5522-REHL-2126: Lead rehearsal of combo music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, appropriate rehearsal space, an equipped combo, designated music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study score for designated music.
3. Identify rehearsal objectives.
4. Ensure combo is assembled with designated music and equipment.
5. Ensure combo is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback for next rehearsal and performance.
9. Conclude the rehearsal.

REFERENCES:

1. AEBERSOLD, JAMEY TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
2. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
3. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
4. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
5. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD;

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- Publisher: Berkley Press Publications (1965)
6. REED, TED SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)
 7. RILEY; THRESS (EDITOR) ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
 8. STEIN, LEON STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS; Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)
 9. TC 12-43 Percussion Techniques

5522-REHL-2128: Program music for performance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, audience demographics, type and size of venue, rehearsal and performance time parameters, instrumentation and skill level of band, special musical considerations, and in a field and garrison environment.

STANDARD: In performance step sequence and per the references, to ensure the music is appropriate for the chosen concert and ceremony.

PERFORMANCE STEPS:

1. Compile all available information pertaining to the event.
2. Review references, as necessary.
3. Consider special requests for musical selections.
4. Consider required musical selections.
5. Consider availability of musical arrangements.
6. Consider available band personnel.
7. Select music for performance.
8. Sequence music in appropriate order.
9. Disseminate selected music to the band.

REFERENCES:

1. BATTISTI, FRANK 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
2. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
3. BERRY, JOHN; THE JAZZ ENSEMBLE DIRECTOR'S HANDBOOK; Publisher: Jenson Publications (1990)
4. DUNSCOMB, J. RICHARD AND HILL JR., WILLIE L.; JAZZ PEDAGOGY: THE JAZZ EDUCATOR'S HANDBOOK AND RESOURCE GUIDE; Publisher: Warner Bros. Publications (2002)
5. FERGUSON, THOMAS AND FELDSTEIN, SAUL; THE JAZZ ROCK ENSEMBLE: A CONDUCTOR'S AND TEACHER'S GUIDE; Publisher: Alfred Pub. Co. (1976)
6. HUNSBERGER, DONALD; ERNST, ROY; THE ART OF CONDUCTING; Publisher: McGraw-Hill (November 1991)
7. LAPORTA, JOHN; DEVELOPING THE STAGE BAND: A PROGRAMMED METHOD; Publisher: Berkley Press Publications (1965)

5522-SUPT-2162: Supervise sound reinforcement section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, approved commitment with sound reinforcement requirements, designated ensemble, proper equipment, sound crew, venue, and in field or garrison environment.

STANDARD: Per the references, ensuring accurate sound reproduction.

PERFORMANCE STEPS:

1. Identify required equipment.
2. Develop sound reinforcement plan.
3. Ensure sound crew is train to effectively execute sound reinforcement plan.
4. Ensure equipment is set up properly.
5. Ensure sound check is completed effectively.
6. Ensure that effective sound reinforcement is provided during performance.

REFERENCES:

1. DAVIS & JONES YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. STARK, S. H. LIVE SOUND REINFORCEMENT
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5522-SUPT-2163: Supervise audio recording support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, operable recording equipment, performing ensemble, sound crew, venue, and a field or garrison environment.

STANDARD: Per the references, ensuring accurate recording.

PERFORMANCE STEPS:

1. Identify required equipment.
2. Develop audio reinforcement plan.
3. Ensure sound crew is train to effectively execute audio reinforcement plan.
4. Ensure that equipment is properly set up.
5. Review recording.

REFERENCES:

1. DAVIS & JONES YAMAHA SOUND REINFORCEMENT HANDBOOK
2. FABER, S. RECORDING HANDBOOK

MUSIC T&R MANUAL

CHAPTER 9

MOS 5523 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 9

MOS 5523 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to the occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 5523-HZMG-2040. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Instrument Repair Technician MOS 5523). This chapter contains 5523 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). The functional areas for Instrument Repair Technicians are:

- ADMN - Administration
- FISC - Fiscal
- HZMG - Hazardous Material Management
- MANT - Maintenance
- PERF - Performance
- PLAN - Planning
- SAFE - Safety
- SUPT - Support

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

- 1000 - Core Skills (initial MOS training conducted at formal schools)
- 2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

9002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. There are no 1000-level individual events for Instrument Repair Technicians. 2000-level individual events for Instrument Repair Technicians are taught at either follow-on schools, by MOJT or through Distance Learning.

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9003. 2000-LEVEL EVENTS

5523-ADMN-2003: Maintain band material safety data sheets (MSDS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, hazardous material (HAZMAT) personnel, administrative supplies, MSDS, and in a field or garrison environment.

STANDARD: Per the references and on an annual basis, to ensure a 100% accurate update of the MSDS book.

PERFORMANCE STEPS:

1. Review MSDS book.
2. Inventory HAZMAT annually.
3. Delete MSDS for HAZMAT no longer to be stocked in inventory.
4. Add MSDS for HAZMAT added to inventory.
5. Update table of contents.

REFERENCES:

1. MCO 4450.12A Storage and Handling of Hazardous Materials
 2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
 3. MCO P5090.2A Environmental Compliance and Protection Manual
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5523-ADMN-2004: Maintain building maintenance log

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, maintenance personnel, building maintenance log, administrative supplies, and in a field or garrison environment.

STANDARD: Per the reference, ensuring 100% accuracy and currency.

PERFORMANCE STEPS:

1. Inspect building for maintenance problems.
2. Identify discrepancies.
3. Complete minor repairs when possible, or authorized.
4. Contact facilities maintenance for all other repairs.
5. Update maintenance log with work order number.
6. Follow up on work order.
7. Update maintenance log when work request is completed.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5523-ADMN-2005: Maintain instrument history logbook

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, repair personnel, instrument requisitions, repair records, maintenance log, and in a field or garrison environment.

STANDARD: Per the reference, to ensure 100% accuracy and currency.

PERFORMANCE STEPS:

1. Generate an individual maintenance record for each instrument/equipment.
2. Record all instrument/equipment repairs and maintenance in individual records.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5523-FISC-2030: Develop annual budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, command budget guidance, historical budget records, Periodic Replacement Plan (PRP), immediate equipment requirements, section input, and in a field or garrison environment.

STANDARD: Ensuring all funding requirements and deficiencies are identified in accordance with the references.

PERFORMANCE STEPS:

1. Review historical budget records.
2. Inventory consumables to determine unit's requirements.
3. Determining annual budget requirements.
4. Prepare draft budget.
5. Submit draft budget to Band Officer.

REFERENCES:

1. MCO 4400.163 DoD Supply Management Reference Book
2. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual

3. MCO P5000.18B Marine Corps Band Manual
4. MCO P7100.8K Field Budget Guidance Manual

5523-FISC-2033: Develop Periodic Replacement Plan (PRP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, Table of Equipment (T/E), current Consolidate Memorandum of Receipt (CMR), and in a field or garrison environment.

STANDARD: Per the reference, to ensure all T/E requirements and deficiencies are properly identified and financially addressed.

PERFORMANCE STEPS:

1. Review current CMR for equipment accountability.
2. Determine history and age of each piece of equipment.
3. Determining proper replacement year for each musical instrument using a 7-year replacement plan.
4. Incorporate the replacement of the T/E for musical instruments into the PRP.
5. Determine proper replacement year for each piece of electronic gear using 3-year replacement cycle.
6. Incorporate the 3-year replacement cycle in the PRP.
7. Submit proposed PRP to the Band Officer for review.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual

5523-HZMG-2040: Dispose of hazardous waste

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, hazardous material (HAZMAT) personnel, hazardous waste, supplies, disposal containers and labels, Material Safety Data Sheet (MSDS), disposal site, and in a field or garrison environment.

STANDARD: Per the references.

PERFORMANCE STEPS:

1. Identify hazardous waste for disposal.

2. Place HAZMAT in appropriate disposal container and label.
3. Submit request for disposal of hazardous waste.
4. Schedule removal of hazardous waste.
5. Update appropriate records.

REFERENCES :

1. MCO 4450.12A Storage and Handling of Hazardous Materials
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P5090.2A Environmental Compliance and Protection Manual
4. UFC 4-171-04AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS :

OTHER/MISCELLANEOUS : Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-HZMG-2041 : Conduct physical inventory of hazardous material (HAZMAT)

EVALUATION-CODED : NO

SUSTAINMENT INTERVAL : 12 months

BILLETS : Instrument Repair Technician

GRADES : SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING : MOJT

CONDITION : Given the references, HAZMAT personnel, hazardous materials, HAZMAT inventory records, administrative supplies, and in a field or garrison environment.

STANDARD : Per the references and on an annual basis, ensuring a 100% accurate inventory.

PERFORMANCE STEPS :

1. Conduct floor to book, book to floor inventory of all HAZMAT.
2. Inspect HAZMAT for accountability.
3. Inspect HAZMAT for shelf life.
4. Inspect HAZMAT for proper labels.
5. Inspect HAZMAT for serviceability.
6. Inspect HAZMAT for storage compatibility.
7. Correct discrepancies.
8. Update HAZMAT inventory records.

REFERENCES :

1. MCO 4450.12A Storage and Handling of Hazardous Materials
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P5090.2A Environmental Compliance and Protection Manual
4. UFC 4-171-04AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-HZMG-2042: Inspect flammable storage area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, hazardous material (HAZMAT) personnel, flammable storage locker, inspection log, HAZMAT in a field or garrison environment.

STANDARD: Per the references, on a weekly basis.

PERFORMANCE STEPS:

1. Inspect storage areas serviceability.
2. Inspect materials for serviceability.
3. Ensure all chemicals in storage area are compatible and can be stored together safely.
4. Update inspection log.

REFERENCES:

1. MCO 4450.12A Storage and Handling of Hazardous Materials
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P5090.2A Environmental Compliance and Protection Manual
4. UFC 4-171-04AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-HZMG-2043: Procure hazardous materials (HAZMAT)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, hazardous materials, HAZMAT personnel, storage facilities, administrative supplies, computer, HAZMAT inventory records, and in a field or garrison environment.

STANDARD: Ensuring that all required HAZMAT on hand is authorized per the references.

PERFORMANCE STEPS:

1. Identify HAZMAT requirements from authorized use list (AUL).
2. Submit appropriate documents for authorization and procurement.
3. Upon receiving HAZMAT, inspect materials, and properly store.
4. Ensure appropriate Hazardous Material Information Sheet (HMIS) markings are placed on all primary and secondary containers, when re-containerized.
5. Update records.

REFERENCES:

1. MCO 4450.12A Storage and Handling of Hazardous Materials
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P5090.2A Environmental Compliance and Protection Manual
4. UFC 4-171-04AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-HZMG-2044: Develop hazardous material (HAZMAT) program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, facilities, hazardous material, command HAZMAT program, administrative supplies, computer with software, and in a field and garrison environment.

STANDARD: To ensure proper establishment of required HAZMAT procedures per the references.

PERFORMANCE STEPS:

1. Review command HAZMAT program.
2. Identify personnel for HAZMAT training.
3. Coordinate required HAZMAT training classes for identified personnel.
4. Inventory all authorized hazardous material, properly accounting and disposing of any unauthorized HAZMAT.
5. Develop Material Safety Data Sheet (MSDS) book for materials on hand.
6. Display Occupational Safety and Health Administration (OSHA) RIGHT TO KNOW chart.

7. Develop a temporary accumulation site plan for hazardous waste, if required.
8. Develop unit spill contingency plan.
9. Develop spill containment kit.
10. Properly mark all hazardous waste material according to Hazardous Material Information Sheet (HMIS).
11. Publish unit HAZMAT program.

REFERENCES:

1. MCO 4450.12A Storage and Handling of Hazardous Materials
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P5090.2A Environmental Compliance and Protection Manual
4. UFC 4-171-04AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-MANT-2050: Maintain instrument repair tools/equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, repair tools/equipment, cleaning and maintenance supplies, and in a field or garrison environment.

STANDARD: Per the references, ensuring serviceability.

PERFORMANCE STEPS:

1. Remove all dirt and debris from tools and equipment.
2. Remove all necessary scratches and nicks.
3. Polish working surfaces.
4. Apply a light coat of rust inhibitor on tools/equipment.
5. Inspect all electrical cords for serviceability.
6. Make any necessary repairs on electrical cords.
7. Inspect all filters for cleanliness.
8. Replace unserviceable filters as needed.
9. Inspect mechanical equipment for serviceability.
10. Update any required calibration on mechanical equipment.
11. Inspect measuring tools.
12. Inspect ultrasonic cleaners for maintenance and serviceability.
13. Inspect all Personal Protective Equipment (PPE) for serviceability and replace, if required.
14. Update tool and equipment maintenance jackets.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. KRAR, S. F. MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
3. MCO P5000.18B Marine Corps Band Manual
4. UFC 4-171-04AN Department of Defense Design Guide - Band Training Facilities

5523-MANT-2051: Inspect all band instruments for serviceability and maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, instruments, cleaning supplies and equipment, adequate facilities, current Consolidated Memorandum of Receipt (CMR) and in a field or garrison environment.

STANDARD: Per the references, to ensure the proper maintenance and serviceability of all instruments.

PERFORMANCE STEPS:

1. Conduct training on proper care and maintenance.
2. Use current CMR to inspect all instruments and equipment for proper maintenance.
3. Use current CMR to inspect all instruments and equipment for serviceability.
4. Identify condition of all instruments and equipment.
5. Update Inspection Log.
6. Identify necessary repairs.
7. Take necessary corrective action, if required.
8. Submit report to Band Officer.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. MCO P5000.18B Marine Corps Band Manual
3. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

5523-MANT-2052: Perform 2nd echelon repair/maintenance on all brass instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, returning instrument to manufacturer mechanical operating standards.

PERFORMANCE STEPS:

1. Diagnose malfunction to determine work required.
2. Order replacement parts and supplies.
3. Remove stuck or damaged parts.
4. Repair, or replace, damaged parts.
5. Chemically clean parts, if required.
6. Adjust replaced felts, corks, and springs.
7. Reassemble lubricated parts.
8. Play instrument.
9. Make necessary adjustments.
10. Update maintenance records.
11. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. BRAND, ERICK D. BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
3. MCO P5000.18B Marine Corps Band Manual
4. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

5523-MANT-2053: Perform 2nd echelon repair/maintenance on all percussion instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in a field and garrison environment.

STANDARD: Per the references, returning instrument to manufacturer mechanical operating standards.

PERFORMANCE STEPS:

1. Diagnose malfunction to determine work required.
2. Order replacement parts and supplies.
3. Disassemble instrument.
4. Clean hardware and shell.

5. Replace worn or damaged heads.
6. Lubricate parts and bearing surfaces.
7. Reassemble instrument.
8. Play instrument.
9. Make necessary adjustments.
10. Update maintenance records.
11. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. BRAND, ERICK D. BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
 3. MCO P5000.18B Marine Corps Band Manual
 4. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)
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5523-MANT-2054: Perform 2nd echelon repair/maintenance on all woodwind instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, returning instrument to manufacturer mechanical operating standards.

PERFORMANCE STEPS:

1. Diagnose malfunction to determine work required.
2. Order replacement parts and supplies.
3. Disassemble instrument, as required.
4. Straighten misaligned key mechanisms.
5. Remove worn or damaged pads, corks, and springs.
6. Clean disassembled parts.
7. Install new pads, corks, and springs, as required.
8. Reassemble instrument, leveling pad(s), regulating, and adjusting spring tension.
9. Lubricate parts.
10. Play instrument.
11. Make necessary adjustments.
12. Update maintenance records.
13. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)

2. FERRON, ERNST THE CLARINET REVEALED; International Music Diffusion (1996)
 3. FERRON, ERNST. THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)
 4. MCO P5000.18B Marine Corps Band Manual
 5. PHELAN, J. JAMES THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)
 6. SAWICKI, CARL J. THE OBOE REVEALED; SAWICKI 1988
 7. THORP, REG THE COMPLETE WOODWIND REPAIR MANUAL; Publisher: The National Association of Professional Instrument Repair Technicians (2005)
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5523-MANT-2055: Perform 3rd echelon repair/maintenance on all brass instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, returning the instrument to a like new manufacturer mechanical condition.

PERFORMANCE STEPS:

1. Diagnose malfunction to determine work required.
2. Order replacement parts and supplies.
3. Remove stuck or damaged parts.
4. Repair or replace damaged or worn parts.
5. Disassemble instrument.
6. Resolder broken joints.
7. Chemically clean instrument.
8. Perform required dent work.
9. Reassemble lubricated parts.
10. Play instrument.
11. Make necessary adjustments.
12. Update maintenance records.
13. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. BRAND, ERICK D. BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
 3. MCO P5000.18B Marine Corps Band Manual
 4. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)
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5523-MANT-2056: Perform 3rd echelon repair/maintenance on all percussion instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, returning the instrument to a like new manufacturer mechanical condition.

PERFORMANCE STEPS:

1. Disassemble instrument to determine work required.
2. Order replacement parts or supplies.
3. Disassemble instrument.
4. Clean hardware and shell.
5. Repair or replace worn or damaged hardware and heads.
6. Reassemble lubricated parts and bearing surfaces.
7. Play instrument.
8. Make necessary adjustments.
9. Update maintenance records.
10. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. BRAND, ERICK D. BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
 3. MCO P5000.18B Marine Corps Band Manual
 4. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)
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5523-MANT-2057: Perform 3rd echelon repair/maintenance on all woodwind instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, returning the instrument to a like new manufacturer mechanical condition.

PERFORMANCE STEPS:

1. Diagnose malfunction to determine work required.
2. Order replacement parts and supplies.
3. Disassemble instrument and perform all key fitting, as required.
4. Straighten misaligned key mechanisms.
5. Remove all pads, damaged corks, felts, and springs.
6. Chemically clean body and keys.
7. Perform key fittings, as required.
8. Recondition wood bodies, as required.
9. Replace all pads, damaged corks, felts, and springs.
10. Reassemble instrument, level pads, regulate, and adjust spring tension.
11. Lubricate parts.
12. Play instrument.
13. Make necessary adjustments.
14. Update maintenance records.
15. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. FERRON, ERNST THE CLARINET REVEALED; International Music Diffusion (1996)
3. FERRON, ERNST. THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)
4. MCO P5000.18B Marine Corps Band Manual
5. PHELAN, J. JAMES THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)
6. SAWICKI, CARL J. THE OBOE REVEALED; SAWICKI 1988
7. THORP, REG THE COMPLETE WOODWIND REPAIR MANUAL; Publisher: The National Association of Professional Instrument Repair Technicians (2005)

5523-MANT-2058: Perform 4th echelon repair/maintenance on all brass instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, adequate facilities, and in field or garrison environment.

STANDARD: Per the references, restoring the instrument, mechanically and cosmetically, to a like new manufacturer condition.

PERFORMANCE STEPS:

1. Diagnose malfunction to determine work required.
2. Order replacement parts and supplies.

3. Disassemble instrument.
4. Resolder all broken joints.
5. Chemically clean instrument.
6. Repair or replace damaged or worn parts.
7. Fabricate or fit replacement parts.
8. Perform all dent work.
9. Replate and hone valves, if required.
10. Remove old lacquer.
11. Buff instrument.
12. Degrease and clean.
13. Relacquer or replate.
14. Reassemble lubricated parts.
15. Play instrument.
16. Make necessary adjustments.
17. Update maintenance records.
18. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. BRAND, ERICK D. BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
 3. KRAR, S. F. MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
 4. MCO P5000.18B Marine Corps Band Manual
 5. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)
 6. THORP, REG THE COMPLETE WOODWIND REPAIR MANUAL; Publisher: The National Association of Professional Instrument Repair Technicians (2005)
-

5523-MANT-2059: Perform 4th echelon repair/maintenance on all woodwind instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and equipment, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, restoring the instrument, mechanically and cosmetically, to a like new manufacturing condition.

PERFORMANCE STEPS:

1. Diagnose malfunctions to determine work required.
2. Order replacement parts and supplies.
3. Straighten misaligned key mechanisms.
4. Completely disassemble instrument and perform all key fitting, as required.
5. Replace any broken or excessively worn keys or screws.

6. Fabricate or fit replacement parts.
7. Remove all corks, felts, pads, and springs.
8. Chemically clean body and keys.
9. Repair all cracks in wooden bodies.
10. Resurface or replace damaged tone holes, as required.
11. Repair or replace damaged tenons and sockets.
12. Remove all dents.
13. Strip old lacquer.
14. Polish keys and body.
15. Degrease and clean body and keys.
16. Relacquer or replate.
17. Recondition wood bodies.
18. Replace all corks, felts, pads, and springs.
19. Reassemble instrument, level pads, regulate, and adjusting spring tension.
20. Lubricate instrument.
21. Play test/adjust.
22. Update maintenance records.
23. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. FERRON, ERNST THE CLARINET REVEALED; International Music Diffusion (1996)
3. FERRON, ERNST. THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)
4. KRAR, S. F. MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
5. MCO P5000.18B Marine Corps Band Manual
6. PHELAN, J. JAMES THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)
7. SAWICKI, CARL J. THE OBOE REVEALED; SAWICKI 1988
8. THORP, REG THE COMPLETE WOODWIND REPAIR MANUAL; Publisher: The National Association of Professional Instrument Repair Technicians (2005)

5523-MANT-2060: Perform 4th echelon repair/maintenance on all percussion instruments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and equipment, adequate facilities, and in a field or garrison environment.

STANDARD: Per the references, restoring the instrument, mechanically and cosmetically, to a like new manufacturing condition.

PERFORMANCE STEPS:

1. Disassemble instrument to determine work required.
2. Order replacement parts or supplies.

3. Disassemble instrument.
4. Replace worn or damaged parts.
5. Fabricate and fit replacement part.
6. Remove old finish, if required.
7. Polish hardware, shell, keys, tubes, or kettles.
8. Clean and degrease hardware, shells, keys, tubes, or kettles.
9. Refinish or resurface.
10. Lubricate hardware, bearing surfaces and reassemble.
11. Play instrument.
12. Make necessary adjustments.
13. Update maintenance records.
14. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. BRAND, ERICK D. BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
3. KRAR, S. F. MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
4. MCO P5000.18B Marine Corps Band Manual
5. TIEDE, CLAYTON H. PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

5523-MANT-2061: Evaluate requirement for 5th echelon repair/maintenance on all band instruments/equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, repair personnel, malfunctioning instrument/equipment, repair tools and equipment, diagnostic equipment, adequate facilities, and in a garrison environment.

STANDARD: Per the references, to identify all instruments and equipment requiring 5th echelon maintenance.

PERFORMANCE STEPS:

1. Diagnose malfunction.
2. Determine the level of work to be performed.
3. Identify qualified vendor to outsource repair.
4. Generate work requisition.
5. Deliver instrument/equipment for repair.
6. Update location records.
7. Receive instrument/equipment from vendor.
8. Inspect for serviceability.
9. Update maintenance and location records.
10. Return to proper disposition.

REFERENCES:

1. BECKWITH, GENE E.; HUTH, JOHN BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. ERLEWINE, DAN GUITAR PLAYER REPAIR GUIDE: HOW TO SET-UP, MAINTAIN, AND REPAIR ELECTRICS AND ACOUSTICS; Publisher: Backbeat Books (January 1994)
 3. MCO P5000.18B Marine Corps Band Manual
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5523-PERF-2075: Narrate concert

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, prepared concert notes, preparation time with the band, and in a field or garrison environment.

STANDARD: Per the reference and in accordance with concert notes, to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

REFERENCE:

1. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)
-

5523-PLAN-2105: Develop unit embarkation plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, Command Embarkation Plan, Table of Equipment (T/E) items, Table of Organization (T/O), administrative supplies, computer, operational order, and in a field or garrison environment.

STANDARD: Per the reference.

PERFORMANCE STEPS:

1. Review command embarkation plan.

2. Develop unit embarkation plan.
3. Submit draft for review.
4. Correct deficiencies.
5. Publish unit embarkation plan.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5523-SAFE-2150: Conduct facility safety inspections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, facility to be inspected, safety personnel, administrative supplies, safety checklist, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, ensuring compliance with safety checklist.

PERFORMANCE STEPS:

1. Schedule the inspection and review safety checklist.
2. Review safety checklist.
3. Inspect facility using checklist.
4. Maintain an abatement log of all identified safety violations assigned a Risk Assessment Code (RAC) of 1, 2 or 3.
5. Correct deficiencies.
6. Reinspect.
7. Update records.

REFERENCE:

1. MCO 5100.29A W/CH 1 Marine Corps Safety Program

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-SAFE-2151: Coordinate band safety classes

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, personnel requiring training, training facility, administrative supplies, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, ensuring all personnel are trained annually.

PERFORMANCE STEPS:

1. Review training records to identify required classes.
2. Schedule classes with Bandmaster.
3. Maintain safety training records.

REFERENCES:

1. MCO 5100.29A W/CH 1 Marine Corps Safety Program
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-SAFE-2152: Develop band safety program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, administrative supplies, computer processing software, command safety program, and in a field or garrison environment.

STANDARD: To ensure proper establishment of required safety procedures per the reference.

PERFORMANCE STEPS:

1. Review command safety program.
2. Identify personnel for ground safety training.
3. Formalize safety inspections.
4. Ensure compliance with all mishap investigations and reporting requirements.
5. Maintain appropriate safety program records.
6. Publish command safety program.

REFERENCE:

1. MCO 5100.29A W/CH 1 Marine Corps Safety Program

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A

5523-SAFE-2153: Implement hearing conservation program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, band personnel, appropriate audio testing facilities, and in a garrison environment.

STANDARD: Per the references, to ensure all personnel are tested annually.

PERFORMANCE STEPS:

1. Schedule personnel for annual evaluation and follow-up evaluations.
2. Ensure all personnel receive audiogram.
3. Ensure all personnel receive hearing protection device (HpD) fitting.
4. Ensure all personnel receive refresher training during annual medical evaluation.
5. Ensure all hazardous noise areas, work sites, and equipment are labeled.
6. Ensure all orders and directives are made available to personnel.
7. Maintain records.

REFERENCES:

1. 29 CFR 1910.95 Occupational Safety and Health Standards - Occupational noise exposure
2. MCO 6260.1E Marine Corps Hearing Conservation Program

SUPPORT REQUIREMENTS:

OTHER/MISCELLANEOUS: Coordinate assistance from installation/base environmental office, safety office, and supporting medical treatment facility industrial hygiene office per MCO 5100.8 and MCO P5090.2A.

5523-SAFE-2154: Maintain safety training records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, safety and hazardous material training records, and in a field or garrison environment.

STANDARD: Per the reference, to ensure 100% accuracy and currency of records.

PERFORMANCE STEPS:

1. Upon assignment to the band, conduct initial safety/hazardous material training.
2. Generate an individual safety/hazardous material training record.
3. Annotate all training in the safety/hazardous material training record.

REFERENCES:

1. MCO 5100.29A W/CH 1 Marine Corps Safety Program
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5523-SUPT-2165: Supervise supply section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, the band's equipment and logistical requirements, supply personnel, and personnel records, and in a field or garrison environment.

STANDARD: To provide logistical support to accomplish the unit's mission and training as directed by references and local command guidance.

PERFORMANCE STEPS:

1. Train personnel to execute all required supply functions.
2. Verify accuracy of musical instrument inventory.
3. Verify accuracy of musical equipment inventory.
4. Verify accuracy of support equipment inventory.
5. Ensure musical instruments/equipment are properly maintained.

REFERENCES:

1. MCO 4340.1A W/CH 1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
 2. MCO 4400.163 DoD Supply Management Reference Book
 3. MCO 4450.12A Storage and Handling of Hazardous Materials
 4. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
 5. MCO 5100.29A W/CH 1 Marine Corps Safety Program
 6. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
 7. MCO 6260.1E Marine Corps Hearing Conservation Program
 8. MCO P4200.15 Marine Corps Purchasing Procedures Manual
 9. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 10. MCO P5000.18B Marine Corps Band Manual
 11. MCO P5090.2A Environmental Compliance and Protection Manual
 12. MCO P5102.1 Marine Corps Ground Mishap Reporting
 13. MCO P7100.8K Field Budget Guidance Manual
 14. OPNAVINST 4631.2 D Management of Department of the Navy (DON) Airlift Assets
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14 Aug 08

5523-SUPT-2166: Procure music materials/publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, annual budget, music material/publication sources, library's requests, supply personnel, administrative supplies, inventory record, computer, and in a field or garrison environment.

STANDARD: In performance step sequence, ensuring all required music and publications are acquired in accordance with the references.

PERFORMANCE STEPS:

1. Identify required music for purchase.
2. Identify required publications for purchase.
3. Research sources for required materials.
4. Submit requests.
5. Inspect received materials for order accuracy and serviceability.
6. Ensure materials are added to inventory.

REFERENCES:

1. BYRNE, FRANK PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
 2. MCO P4200.15 Marine Corps Purchasing Procedures Manual
 3. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 4. MCO P5000.18B Marine Corps Band Manual
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5523-SUPT-2167: Procure musical instruments/band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, Periodic Replacement Plan (PRP), annual budget, instruments/equipment supply sources, section input, and in a field or garrison environment.

STANDARD: Per the references, meeting Table of Equipment (T/E) requirements, ensuring all requested materials are properly received and annotated on the Consolidated Memorandum of Receipt (CMR).

PERFORMANCE STEPS:

1. Identify instruments and equipment for purchase.
2. Research supply sources for cost and availability.

3. Submit requisitions to appropriate authority.
4. Inspect received instruments and equipment.
5. Ensure new instruments and equipment are added to current CMR, as appropriate.

REFERENCES:

1. MCO 4225.2 Procurement of Musical Instruments and Accessories
 2. MCO P4200.15 Marine Corps Purchasing Procedures Manual
 3. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 4. MCO P5000.18B Marine Corps Band Manual
-

5523-SUPT-2168: Inventory band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, supply personnel, current Consolidated Memorandum of Receipt (CMR), band equipment, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to reconcile on-hand items with the CMR and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Conduct floor-to-book, book-to-floor inventory.
2. Submit discrepancy report
3. Reconcile discrepancy report.
4. Update records.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5523-SUPT-2169: Inventory band supplies

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, supply personnel, supply facility, current Consolidated Memorandum of Receipt (CMR), band supplies, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to reconcile on-hand items with the CMR and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Conduct supply inventory.
2. Inventory consumable supplies.
3. Develop reorder points for all consumable supplies.
4. Reorder, as necessary.
5. Update records.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5523-SUPT-2170: Inventory instrument repair equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, repair personnel, instrument repair equipment, supplies, master inventory list, reorder points, and in a field or garrison environment.

STANDARD: In performance step sequence, and per the reference to reconcile on-hand items with the CMR, accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Conduct a floor-to-book, book-to-floor inspection of all repair equipment.
2. Submit discrepancy report.
3. Identify unserviceable repair equipment.
4. Repair or reorder, as necessary.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5523-SUPT-2171: Inventory instrument repair supplies

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, repair personnel, instrument repair equipment, supplies, master inventory list, reorder points, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to reconcile on-hand items with the CMR and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Inventory consumable supplies.
2. Develop reorder points for all consumable supplies.
3. Reorder, as necessary.
4. Update inventory records.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5523-SUPT-2173: Issue musical instruments/band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, supply personnel, supply facility, band instruments/equipment, supplies, custody program, custody cards, location and history logs, and in a field or garrison environment.

STANDARD: Per the references, to ensure proper accountability of each issued item.

PERFORMANCE STEPS:

1. Determine instrument and equipment required.
2. Ensure required equipment is functional.
3. Record transaction of instrument and equipment in custody program.
4. Complete custody card to assign equipment to individual.
5. Obtain signature from the individual receiving the equipment.
6. Maintain record of issued equipment for accountability.

REFERENCES:

1. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 2. MCO P5000.18B Marine Corps Band Manual
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5523-SUPT-2175: Dispose of unserviceable band instruments/equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, supply personnel, unserviceable band instruments/equipment, Defense Reutilization Management Office (DRMO) request form(s), location and history logs, transportation, and in a field or garrison environment.

STANDARD: Per the references, to ensure proper accountability of all unserviceable band instruments and equipment.

PERFORMANCE STEPS:

1. Identify unserviceable band instruments and equipment.
2. Complete DRMO request form.
3. Upon approval, submit completed DRMO request form.
4. Deliver instruments and equipment to DRMO facility.
5. Update location and history logs.
6. File records.

REFERENCES:

1. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
2. MCO P5000.18B Marine Corps Band Manual

MUSIC T&R MANUAL

CHAPTER 10

MOS 5524 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 10

MOS 5524 INDIVIDUAL EVENTS

10000. PURPOSE. This chapter details the individual events that pertain to the occupational field 55, Music. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

10001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 5524-BNDR-1011. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 55 or Musician MOS 5524). This chapter contains 5524 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Musicians are:

- ADMN - Administration
- BNDR - Band Drill
- CREL - Community Relations
- MANT - Maintenance
- PERF - Performance
- REHL - Rehearsal
- SUPT - Support

c. The last four digits represent the task level and numerical sequencing. The Music individual training events are separated into two task levels:

- 1000 - Core Skills (initial MOS training conducted at formal schools)
- 2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

10002. INDEX OF INDIVIDUAL EVENTS**1. 1000-LEVEL EVENTS.** Musician 1000-level individual events.

EVENT	DESCRIPTION	PAGE
	BAND DRILL	
5524-BNDR-1010	Execute manual of the instrument	10-5
5524-BNDR-1011	Follow mace signals	10-5
	MAINTENANCE	
5524-MANT-1050	Perform 1 st echelon maintenance on assigned woodwind instrument	10-6
5524-MANT-1051	Perform 1 st echelon maintenance on assigned brass instrument	10-6
5524-MANT-1052	Perform 1 st echelon maintenance on assigned percussion instrument	10-7
	PERFORMANCE	
5524-PERF-1070	Perform assigned instrument at 2.7 level	10-7
5524-PERF-1071	Perform assigned instrument at 2.8 level	10-8
5524-PERF-1072	Perform assigned instrument at 2.9 level	10-8
5524-PERF-1073	Perform assigned instrument at 3.0 level	10-9
5524-PERF-1074	Perform music	10-9
5524-PERF-1075	Perform from kick sheet	10-10
5524-PERF-1076	Transpose music	10-11

2. 2000-LEVEL EVENTS. Musician 2000-level individual events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATON	
5524-ADMN-2002	Write commitment After Action Report	10-12
5524-ADMN-2006	Maintain band historical records	10-12
	AUDITION	
5524-AUDN-2220	Screen prospective applicant	10-13
5524-AUDN-2221	Audition prospective applicant	10-13
	BAND DRILL	
5524-BNDR-2010	Lead rehearsal of marching band	10-14
5524-BNDR-2011	Maneuver band with mace signals	10-15
	COMMUNITY RELATIONS	
5524-CREL-2020	Coordinate publicity for performances	10-15
5524-CREL-2022	Design printed programs	10-16
5524-CREL-2023	Develop band press package	10-16
5524-CREL-2024	Maintain band website	10-17
	PERFORMANCE	
5524-PERF-2070	Lead performance of ceremonial music	10-18
5524-PERF-2073	Write concert narration	10-18
5524-PERF-2074	Improvise from lead sheet/chord changes	10-19
5524-PERF-2075	Narrate concert	10-19
5524-PERF-2076	Lead performance of combo music	10-20
5524-PERF-2079	Assemble sound reinforcement equipment	10-21
5524-PERF-2080	Operate recording equipment	10-21

5524-PERF-2081	Assemble recording equipment	10-22
5524-PERF-2082	Operate sound reinforcement equipment	10-22
	REHEARSAL	
5524-REHL-2120	Audition personnel	10-23
5524-REHL-2121	Lead rehearsal of ceremonial music	10-23
5524-REHL-2123	Lead rehearsal of jazz ensemble/show band music	10-24
5524-REHL-2125	Lead rehearsal of combo music	10-25
5524-REHL-2126	Lead group rehearsal	10-25
5524-REHL-2127	Lead sectional rehearsal	10-26
5524-REHL-2128	Program music for performance	10-27
	SUPPORT	
5524-SUPT-2164	Supervise library section	10-27
5524-SUPT-2166	Procure musical materials/publications	10-28
5524-SUPT-2167	Procure musical instruments/band equipment	10-29
5524-SUPT-2168	Inventory band equipment	10-29
5524-SUPT-2169	Inventory band supplies	10-30
5524-SUPT-2172	Inventory music library materials	10-30
5524-SUPT-2173	Issue musical instruments/band equipment	10-31
5524-SUPT-2174	Issue musical materials/publications	10-31
5524-SUPT-2176	Catalog musical materials/publications	10-32

10003. 1000-LEVEL EVENTS

5524-BNDR-1010: Execute manual of the instrument

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, an assembled instrument, appropriate command and signal, and in a field or garrison environment.

STANDARD: Per the reference, to demonstrate accurate placement of the instrument and body positions on the appropriate beat.

PERFORMANCE STEPS:

1. Review the reference for proper instrument manual.
2. Execute movements on the appropriate beat.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5524-BNDR-1011: Follow mace signals

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, an assembled instrument, a Drum Major with mace, and in a field or garrison environment.

STANDARD: Per the reference, to demonstrate proper instrument and body carriage in accordance with the Drum Major's commands.

PERFORMANCE STEPS:

1. Review the reference for appropriate instrument response to mace signals.
2. Assume position in formation.
3. Observe Drum Major's commands.
4. Execute movement/maneuver associated with the command.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5524-MANT-1050: Perform 1st echelon maintenance on assigned woodwind instrument

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned as a woodwind player, given a woodwind instrument, instrument case, cleaning equipment, the reference, and in a field or garrison environment.

STANDARD: Per the reference and on a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

PERFORMANCE STEPS:

1. Disassemble the instrument.
2. Swab moisture from the inside of the bore.
3. Clean tone holes and keys.
4. Clean pads with a soft cloth.
5. Lubricate keys.
6. Oil wooden instruments every four to six months.
7. Clean instrument case.
8. Report any discrepancies to Instrument Repair Technician.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5524-MANT-1051: Perform 1st echelon maintenance on assigned brass instrument

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned as a brass player, given a brass instrument, instrument case, cleaning equipment, the reference, and in a field or garrison environment.

STANDARD: Per the reference and on a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

PERFORMANCE STEPS:

1. Disassemble the instrument.
2. Submerge instrument and mouthpiece in lukewarm soapy water.
3. Scrub inside of brass instrument with snake or tubing brush.
4. Thoroughly dry instrument.
5. Lubricate valves and slides.

6. Polish the instrument.
7. Clean instrument case.
8. Report any discrepancies to Instrument Repair Technician.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5524-MANT-1052: Perform 1st echelon maintenance on assigned percussion instrument

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned as a percussion player, given a percussion instrument, instrument case, cleaning equipment, the reference, and in a field or garrison environment.

STANDARD: Per the reference and on a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

PERFORMANCE STEPS:

1. Tune drum heads, as appropriate.
2. Wipe down instrument with soft cloth.
3. Clean instrument case.
4. Report any discrepancies to Instrument Repair Technician.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5524-PERF-1070: Perform assigned instrument at 2.7 level

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an assembled instrument, an evaluator, designated location, prepared grade IV solo, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, demonstrating required techniques, characteristic tone, appropriate musical interpretation, and with accurate rhythm.

PERFORMANCE STEPS:

1. Meet evaluator at a designated location.
2. Perform prepared piece.
3. Perform scales or rudiments designated by the evaluator.
4. Perform principal parts of unrehearsed music, as provided by the evaluator.
5. Obtain feedback from the evaluator.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-PERF-1071: Perform assigned instrument at 2.8 level

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, an assembled instrument, an evaluator, designated location, prepared grade IV solo, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, demonstrating required techniques, characteristic tone, appropriate musical interpretation, and with accurate rhythm.

PERFORMANCE STEPS:

1. Meet evaluator at a designated location.
2. Perform prepared piece.
3. Perform scales or rudiments designated by the evaluator.
4. Perform principal parts of unrehearsed music, as provided by the evaluator.
5. Obtain feedback from the evaluator.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-PERF-1072: Perform assigned instrument at 2.9 level

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SGT

INITIAL TRAINING SETTING: MOJT

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CONDITION: Given the references, an assembled instrument, an evaluator, designated location, prepared grade IV solo, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, demonstrating required techniques, characteristic tone, appropriate musical interpretation, and with accurate rhythm.

PERFORMANCE STEPS:

1. Meet evaluator at a designated location.
2. Perform prepared piece.
3. Perform scales or rudiments designated by the evaluator.
4. Perform principal parts of unrehearsed music, as provided by the evaluator.
5. Obtain feedback from the evaluator.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MUSCOLINST 1300.1 Audition Standards Manual
-

5524-PERF-1073: Perform assigned instrument at 3.0 level

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, an assembled instrument, an evaluator, designated location, prepared grade V solo, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, demonstrating required techniques, characteristic tone, appropriate musical interpretation, and with accurate rhythm.

PERFORMANCE STEPS:

1. Meet evaluator at a designated location.
2. Perform prepared piece.
3. Perform scales or rudiments designated by the evaluator.
4. Perform principal parts of unrehearsed music, as provided by the evaluator.
5. Obtain feedback from the evaluator.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MUSCOLINST 1300.1 Audition Standards Manual
-

5524-PERF-1074: Perform music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a performing ensemble, given the reference, an assembled instrument, appropriate music, a conductor or ensemble leader, and in field or garrison environment.

STANDARD: Per the reference and in accordance with the conductor's direction, ensuring notes, rhythm, and musicality are accurately produced.

PERFORMANCE STEPS:

1. Properly tune instrument to a given pitch.
2. Perform the music, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
-

5524-PERF-1075: Perform from kick sheet

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned as a percussionist, given an assembled drum set, sticks, a kick sheet, and in a field or garrison environment.

STANDARD: Per the references, to accurately maintain tempo and style while implementing rhythmic cues within the context of the music.

PERFORMANCE STEPS:

1. Analyze kick sheet for rhythmic patterns, styles, and cues.
2. Play time, adding preps and fills, as directed by kick sheet.

REFERENCES:

1. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
2. MALABE; WEINER; THRESS (EDITOR) AFRO-CUBAN RHYTHMS FOR DRUMSET; Publisher: Warner Brothers Publications (December 12, 1994)
3. REED, TED SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)
4. RILEY; THRESS (EDITOR) ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
5. STONE, GEORGE L. STICK CONTROL FOR THE SNARE DRUMMER; Publisher: George B. Stone and Son (July 1998)
6. TC 12-43 Percussion Techniques

7. WEINER; THRESS; RILEY (EDITOR) BRAZILIAN RHYTHMS FOR DRUMSET; Publisher:
Warner Brothers Publications (November 1, 1993)
-

5524-PERF-1076: Transpose music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of an ensemble, given the reference, an assembled instrument, appropriate music and a field or garrison environment.

STANDARD: Per the reference, demonstrating 100% pitch accuracy in the new key.

PERFORMANCE STEPS:

1. Analyze music for transposition.
2. Write music in new key.

REFERENCE:

1. NAVEDTRA 10244 Basic Music

10004. 2000-LEVEL EVENTS

5524-ADMN-2002: Write commitment After Action Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a blank After Action Report form, commitment folder pertaining to a completed commitment, and in a field or garrison environment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete, and is accordance with the references.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment.
4. Notate musical selections performed at commitment.
5. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
 2. MCO P5000.18B Marine Corps Band Manual
 3. SECNAVINST 5720.44B Public Affairs Policy and Regulations
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5524-ADMN-2006: Maintain band historical records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to band public affairs, given the references, photographs, articles, programs, other files pertaining to the band, computer with appropriate software, administrative supplies, and in a field or garrison environment.

STANDARD: Per the references, to ensure that the chronological record is 100% accurate and complete.

PERFORMANCE STEPS:

1. Collect all applicable materials.

2. Consolidate materials into a chronological record.
3. Utilize appropriate storage for all historical materials.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
-

5524-AUDN-2220: Screen prospective applicant

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician Technical Assistant and Bandmaster

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a prospective Marine musician applicant, administrative materials, a MEOP screening form, designated location, and in a garrison environment.

STANDARD: In performance step sequence, to properly evaluate the potential to pass an entry level instrumental audition.

PERFORMANCE STEPS:

1. Establish rapport with applicant.
2. Screen applicant for musical background.
3. Record results on screening form.
4. Determine applicant's audition eligibility.
5. Counsel applicant on eligibility determination.
6. If ineligible, counsel applicant on other options.
7. Schedule audition for eligible applicant.
8. Explain audition process to applicant.
9. Prepare applicant for audition.

REFERENCES:

1. MCBUL 1200 Military Occupational Specialties Manual
 2. MCO P5000.18B Marine Corps Band Manual
 3. MUSCOLINST 1300.1 Audition Standards Manual
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5524-AUDN-2221: Audition prospective applicant

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician Technical Assistant and Bandmaster

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a prospective Marine musician applicant with instrument, music stand, audition book, administrative materials, an audition form, a MEOP screening form, copy of auditionee's solo, metronome, designated location, and in a garrison environment.

STANDARD: In performance step sequence, to ascertain technical proficiency and ensuring 98% accuracy and consistency with Audition Standards Manual.

PERFORMANCE STEPS:

1. Establish rapport with applicant.
2. Establish proper audition environment.
3. Determine if prepared solo meets required difficulty level.
4. Review auditions process with applicant.
5. Provide warm-up opportunity, if needed.
6. Evaluate auditionee's competency by observing musical criteria demonstrated.
7. Describe each criterion observed in descriptive adjectives on audition form.
8. Record numerical score for each criterion that most accurately corresponds to descriptive adjective.
9. Average numerical score for all criteria.
10. Record final average in appropriate block on audition form.
11. Counsel auditionee on final results.
12. File copy of audition form.
13. Forward results, as appropriate.

REFERENCES:

1. MCBUL 1200 Military Occupational Specialties Manual
 2. MCO P5000.18B Marine Corps Band Manual
 3. MUSCOLINST 1300.1 Audition Standards Manual
-

5524-BNDR-2010: Lead rehearsal of marching band

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, a properly sized mace, a fully equipped band, fair weather, marching area, practice time, and in a field or garrison environment.

STANDARD: Per the reference, to maintain proper deportment and control and to ensure maneuver is in accordance with the designated plan and at a proper marching tempo.

PERFORMANCE STEPS:

1. Identify goals for field drill session.
2. Develop plan for maneuvering the band.
3. Determine time requirement to train maneuver plan.
4. Determine musical selections.

5. Command "Fall In" to form the band.
6. Brief the maneuvering plan to the band.
7. Dictate maneuver using verbal commands or mace signals, as appropriate.
8. Correct music while the band is maneuvering or halted, as appropriate.
9. Correct drill while band is maneuvering or halted, as appropriate.
10. Provide feedback.
11. Command "Fall Out" at completion of field drill session.

REFERENCE:

1. MCO P5000.18B Marine Corps Band Manual
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5524-BNDR-2011: Maneuver band with mace signals

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, properly sized mace, ceremonial sequence, an equipped band, performance area, and in a field or garrison environment.

STANDARD: Per the references, maintaining deportment and control, ensuring maneuver is in accordance with the ceremonial sequence, at a proper marching tempo, and positioning the band within two paces of correct placement.

PERFORMANCE STEPS:

1. Form the band.
2. State the ceremonial sequence.
3. Perform required mace signals while observing musical phrasing, as required.
4. Implement contingencies, as required.
5. Complete ceremonial sequence.
6. Provide feedback.
7. Command "Fall Out" at completion of ceremony.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
-

5524-CREL-2020: Coordinate publicity for performances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to public affairs, given the references, type of ensemble, commitment date and time, location of performance, access to local media, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, to ensure all applicable media contacts received are 100% complete and accurate.

PERFORMANCE STEPS:

1. Gather all information pertaining performance.
2. Assemble press package from appropriate press materials.
3. Provide press package to commitment sponsor.
4. Coordinate media coverage with local recruiter.
5. Coordinate local media coverage with commitment sponsor.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual
3. SECNAVINST 5720.44B Public Affairs Policy and Regulations

5524-CREL-2022: Design printed programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to public affairs, given the references, a computer with appropriate software, information related to the performance, and in a field or garrison environment.

STANDARD: Per the references, ensuring the printed programs contains all required information, and is prepared without typographical and grammatical errors.

PERFORMANCE STEPS:

1. Review all commitment information.
2. Determine ensemble and repertoire to be performed.
3. Coordinate information gathered into a cohesive program.
4. Estimate size of audience in order to print a suitable number of programs.
5. Upon approval, print programs.
6. Review printed programs for accuracy and artistic merit.

REFERENCES:

1. MCO 5726.15 Marine Corps Band Support of Community Relations
2. MCO P5000.18B Marine Corps Band Manual
3. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program

5524-CREL-2023: Develop band press package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to public affairs, given the references, computer with appropriate software, web access, digital camera, color laser printer, photographs, public service announcements, programs, historical and descriptive literature, biographical information, and in a field or garrison environment.

STANDARD: Per the references, ensuring the press package contains all required information, and is prepared without typographical and grammatical errors.

PERFORMANCE STEPS:

1. Compile current material.
2. Organize all materials into a structured format.
3. Submit rough draft to Enlisted Conductor.

REFERENCES:

1. MCO 5720.76 Standardization of Publicly Accessible Web Pages
 2. MCO P5000.18B Marine Corps Band Manual
 3. SECNAVINST 5720.44B Public Affairs Policy and Regulations
-

5524-CREL-2024: Maintain band website

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as the Band Web Master, given the references, a computer with access to an official DoD server, appropriate software, appropriate permissions, an updated band information, and in a field or garrison environment.

STANDARD: Per the references, ensuring data is updated bi-monthly, properly formatted, and 100% accurate.

PERFORMANCE STEPS:

1. Acquire DoD server.
2. Obtain all pertinent authorized information.
3. Verify edited site information and links.
4. Update bi-monthly.

REFERENCES:

1. MCO 5720.76 Standardization of Publicly Accessible Web Pages
 2. SECNAVINST 5720.44B Public Affairs Policy and Regulations
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5524-PERF-2070: Lead performance of ceremonial music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, an approved ceremony, an appropriate performance venue, an equipped ceremonial band, designated music, and in a field or garrison environment.

STANDARD: Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure band is assembled at performance venue with designated music and equipment.
2. Ensure all coordination is complete.
3. Ensure all technical support is completed.
4. Review sequence of events with band.
5. Conduct programmed music.
6. Conclude performance.

REFERENCES:

1. GREEN, ELIZABETH THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)
 2. GREEN, ELIZABETH A. THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)
 3. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR: a college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
 4. MCBUL 5060 SERIES National Anthems and Ceremonies
-

5524-PERF-2073: Write concert narration

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to band public affairs, and in coordination with the narrator, given the references, the list of programmed music, and in a field or garrison environment.

STANDARD: Per the references, ensuring correct grammar, accuracy of information, and pertinence to concert venue.

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PERFORMANCE STEPS:

1. Obtain concert program.
2. Analyze concert information.
3. Obtain information on music.
4. Draft concert narration.
5. Proofread and edit in coordination with the narrator.
6. Print narration.

REFERENCES:

1. BATTISTI, FRANK 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
 2. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
 3. MCBUL 5060 SERIES National Anthems and Ceremonies
 4. MCO P5000.18B Marine Corps Band Manual
 5. SECNAVINST 5720.44B Public Affairs Policy and Regulations
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5524-PERF-2074: Improvise from lead sheet/chord changes**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 12 months**BILLETS:** Musician**GRADES:** CPL, SGT, SSGT, GYSGT**INITIAL TRAINING SETTING:** MOJT**CONDITION:** When required, given the references, an assembled instrument, a lead sheet, and in a field or garrison environment.**STANDARD:** Per the references, creating a stylistically appropriate musical solo within proper chord structure.**PERFORMANCE STEPS:**

1. Study lead sheet with chord changes.
2. Perform a melody consistent with the style of the composition.

REFERENCES:

1. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18B Marine Corps Band Manual
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5521-PERF-2075: Narrate concert**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 12 months**BILLETS:** Musician, Small Ensemble Leader, Enlisted Conductor, Drum Major, Instrument Repair Technician, Bandmaster**GRADES:** LCPL, CPL, SGT, SSGT, GYSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, prepared concert notes, preparation time with the band, and in a field or garrison environment.

STANDARD: Per the reference and in accordance with concert notes, to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

REFERENCE:

1. STUART, CRISTINA HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)
-

5524-PERF-2076: Lead performance of combo music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, an equipped ensemble, proper music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, ensuring notes, rhythm, and style are produced with 100% accuracy.

PERFORMANCE STEPS:

1. Ensure combo is assembled at performance venue with designated venue and equipment.
2. Ensure all technical support is complete.
3. Ensure all coordination is complete.
4. Ensure ensemble is properly tuned.
5. Lead performance of programmed music.
6. End performance.

REFERENCES:

1. AEBERSOLD, J. JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold
2. AEBERSOLD, JAMEY TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
3. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
4. MCO P5000.18B Marine Corps Band Manual
5. REED, TED SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)

6. RILEY; THRESS (EDITOR) ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
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5524-PERF-2079: Assemble sound reinforcement equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to sound crew, given the references, sound reinforcement equipment, a venue in a field or garrison environment.

STANDARD: Per the references, ensuring operability and proper placement of equipment.

PERFORMANCE STEPS:

1. Receive plan from Sound Ensemble Leader.
2. Properly assemble equipment.
3. Properly place equipment according to plan.
4. Connect equipment.
5. Test equipment operability.

REFERENCES:

1. DAVIS & JONES YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. MCO P5000.18B Marine Corps Band Manual
 3. STARK, S. H. LIVE SOUND REINFORCEMENT
-

5524-PERF-2080: Operate recording equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as Sound SNCO, given the references, operable recording equipment, a performing ensemble, sound crew, a venue, and field or garrison environment

STANDARD: Per the references, ensuring 100% accuracy in recording.

PERFORMANCE STEPS:

1. Set volume levels.
2. Set equalization in mix.
3. Select recording medium.
4. Maintain appropriate levels throughout the performance.
5. Record ensemble.

6. Edit recording.
7. Review recording.

REFERENCES:

1. DAVIS & JONES YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. FABER, S. RECORDING HANDBOOK
 3. STARK, S. H. LIVE SOUND REINFORCEMENT
-

5524-PERF-2081: Assemble recording equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to sound crew, given the references, recording equipment, a venue, and in a field or garrison environment.

STANDARD: Per the references, ensuring proper placement and operability of equipment.

PERFORMANCE STEPS:

1. Receive order from sound crew chief.
2. Properly assemble equipment.
3. Properly place equipment in appropriate positions.
4. Connect equipment appropriately.
5. Test equipment operability.

REFERENCES:

1. DAVIS & JONES YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. FABER, S. RECORDING HANDBOOK
 3. STARK, S. H. LIVE SOUND REINFORCEMENT
-

5524-PERF-2082: Operate sound reinforcement equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as sound SNCO, given the references, operable sound reinforcement equipment, a performing ensemble, a sound crew, a venue, and in a field or garrison environment.

STANDARD: Per the references, ensuring 100% accuracy in sound reproduction.

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PERFORMANCE STEPS:

1. Set volume levels.
2. Set equalization mix.
3. Maintain accurate sound levels throughout ensemble performance.

REFERENCES:

1. DAVIS & JONES YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. MCO P5000.18B Marine Corps Band Manual
 3. STARK, S. H. LIVE SOUND REINFORCEMENT
-

5524-REHL-2120: Audition personnel**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 6 months**BILLETS:** Musician**GRADES:** SSGT, GYSGT**INITIAL TRAINING SETTING:** MOJT

CONDITION: Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, designated location, and in a field or garrison environment.

STANDARD: In performance step sequence, to ascertain technical proficiency and ensuring 100% accuracy and consistency with Audition Standards Manual.

PERFORMANCE STEPS:

1. Evaluate competency by observing the musical criteria demonstrated by auditionee.
2. Describe each criteria observed in descriptive adjectives.
3. Record the numerical score for each criteria, which most accurately corresponds to the descriptive adjective.
4. Average the numerical score for all criteria.
5. Record the average in the appropriate block on the audition form.
6. Counsel auditionee on final results.
7. File copy of audition form and forward, as appropriate.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. MUSCOLINST 1300.1 Audition Standards Manual
 3. NAVEDTRA 10243 Ear Training Manual for Musicians
 4. NAVEDTRA 10244 Basic Music
-

5524-REHL-2121: Lead rehearsal of ceremonial music**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 6 months**BILLETS:** Musician**GRADES:** SSGT, GYSGT**INITIAL TRAINING SETTING:** MOJT

CONDITION: Given the references, an appropriate rehearsal space, an equipped ceremonial band, designated music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ceremonial band is assembled with designated music and equipment.
5. Ensure ceremonial band is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback to band for next rehearsal and performance.
9. Conclude rehearsal.

REFERENCES:

1. GREEN, ELIZABETH A. H. THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)
 2. GREEN, ELIZABETH A. H. THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)
 3. GREEN, ELIZABETH A. H. THE MODERN CONDUCTOR: a college text based on the technical principles of Nicolai Malko as set forth in his The Conductor and His Baton; Publisher: Prentice-Hall College Division (November 27, 1996)
 4. MCO 5060.20 Marine Corps Drill and Ceremonies Manual
 5. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
-

5524-REHL-2123: Lead rehearsal of jazz ensemble/show band music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as big band/show band leader, given the references, an equipped big band/showband, appropriate rehearsal space, sound reinforcement, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors, and providing performance guidance through gestures, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure ensemble is assembled with designated music and equipment.

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5. Ensure ensemble is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Conclude rehearsal.
9. Provide verbal feedback for next rehearsal and performance.

REFERENCES:

1. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18B Marine Corps Band Manual
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5524-REHL-2125: Lead rehearsal of combo music

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as combo leader, given the references, an appropriate rehearsal space, an equipped combo, designated music, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study score for designated music.
3. Identify rehearsal objectives.
4. Ensure combo is assembled with designated music and equipment.
5. Ensure combo is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback for next rehearsal and performance.
9. Conclude rehearsal.

REFERENCES:

1. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18B Marine Corps Band Manual
-

5524-REHL-2126: Lead group rehearsal

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a group of musicians, rehearsal space, music, auxiliary equipment, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors, and providing direction through gestures and verbal instructions, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study designated music.
3. Identify rehearsal objectives.
4. Ensure group is assembled with designated music and equipment.
5. Ensure group is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.
8. Provide verbal feedback for next rehearsal and performance.
9. Conclude rehearsal.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
 2. NAVEDTRA 10244 Basic Music
-

5524-REHL-2127: Lead sectional rehearsal

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a group of equipped instrumentalists, appropriate rehearsal space, music, auxiliary equipment, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within the scheduled rehearsal time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music.
3. Identify rehearsal objectives.
4. Ensure section is assembled with designated music and equipment.
5. Ensure section is properly tuned.
6. Provide guidance for any identified errors.
7. Re-play designated music.

8. Provide verbal feedback for next rehearsal
9. Conclude rehearsal.

REFERENCES:

1. MCO P5000.18B Marine Corps Band Manual
2. NAVEDTRA 10244 Basic Music

5524-REHL-2128: Program music for performance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, audience demographics, type and size of venue, rehearsal and performance time parameters, instrumentation and skill level of band, special musical considerations, and in a field and garrison environment.

STANDARD: In performance step sequence and per the references, to ensure the music is appropriate for the chosen concert and ceremony.

PERFORMANCE STEPS:

1. Compile all available information pertaining to the event.
2. Review references, as necessary.
3. Consider special requests for musical selections.
4. Consider required musical selections.
5. Consider availability of musical arrangements.
6. Consider available band personnel.
7. Select music for performance.
8. Sequence music in appropriate order.
9. Disseminate selected music to the band.

REFERENCES:

1. BATTISTI, FRANK 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
2. BATTISTI, FRANK; GAROFALO, ROBERT GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)

5524-SUPT-2164: Supervise library section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as band library SNCOIC, given assigned band personnel, required library material, sheet music, music texts, reference materials, and music publications in a field or garrison environment.

STANDARD: To ensure that all music material is utilized to provide musical support for all official functions and that all library materials are maintained in an organized manner in accordance with references.

PERFORMANCE STEPS:

1. Train assigned personnel to execute all required library functions.
2. Verify that all stored library materials/equipment are well maintained.
3. Verify that library inventory is complete and accurate.
4. Request purchase of required library materials/equipment, as needed.

REFERENCES:

1. BYRNE, FRANK PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
 2. MCO P5000.18B Marine Corps Band Manual
 3. PUBLIC LAW 94-553 Federal Copyright Act, Title 17 of U. S. Code
 4. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
-

5524-SUPT-2166: Procure music materials/publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as the Band Library SNCO, given the references, music supply resources, a list of required music, and in a field or garrison environment.

STANDARD: In performance step sequence, ensuring all required music and publications are acquired in accordance with the references.

PERFORMANCE STEPS:

1. Identify music and publications to be procured.
2. Provide procurement list to Instrument Repair Technician for processing.
3. Ensure completed order is authorized.
4. Ensure ordered material is received.

REFERENCES:

1. MCO P4200.15 Marine Corps Purchasing Procedures Manual
 2. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 3. MCO P5000.18B Marine Corps Band Manual
-

5524-SUPT-2167: Procure musical instruments/band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned as Band Supply SNCO, given the references, appropriate catalogues, forms, procurement requirements, and in a field or garrison environment.

STANDARD: Per the references, to ensure requested materials meet Table of Equipment (T/E) requirements, are properly receipted for, and Consolidated Memorandum of Receipt (CMR) is annotated upon receipt.

PERFORMANCE STEPS:

1. Obtain order requests from Instrument Repair Technician.
2. Compare requested orders with on-hand stock.
3. Determine sources for materials requested.
4. Complete appropriate forms.
5. Submit forms for approval to appropriate authority.
6. Inspect received instruments and equipment for serviceability.
7. Ensure new instruments and equipment are added to current CMR, as appropriate.

REFERENCES:

1. MCO 4225.2 Procurement of Musical Instruments and Accessories
 2. MCO 4400.163 DoD Supply Management Reference Book
 3. MCO P4200.15 Marine Corps Purchasing Procedures Manual
 4. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 5. MCO P5000.18B Marine Corps Band Manual
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5524-SUPT-2168: Inventory band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to band supply section, given the references, a current Consolidated Memorandum of Receipt (CMR), and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to reconcile on-hand items with the CMR and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Conduct floor-to-book, book-to-floor inventory.

2. Submit discrepancy report.
3. Reconcile discrepancy report.
4. Update records.

REFERENCES:

1. MCO 4400.163 DoD Supply Management Reference Book
 2. MCO P5000.18B Marine Corps Band Manual
-

5524-SUPT-2169: Inventory band supplies

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to band supply section, given the reference, current Consolidated Memorandum of Receipt (CMR), band supplies, and in a field or garrison environment.

STANDARD: In performance step sequence and per the reference, to reconcile on-hand items with the CMR and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Conduct supply inventory.
2. Inventory consumable supplies.
3. Develop reorder points for all consumable supplies.
4. Reorder, as necessary.
5. Update records.

REFERENCES:

1. MCO 4340.1A W/CH 1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
 2. MCO 4400.163 DoD Supply Management Reference Book
 3. MCO P5000.18B Marine Corps Band Manual
-

5524-SUPT-2172: Inventory music library materials

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

INITIAL TRAINING SETTING: MOJT

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

CONDITION: When assigned to the band library, given the references, a music library, and a list of on-hand music materials.

STANDARD: Per the references, ensuring accurate accountability of all materials.

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PERFORMANCE STEPS:

1. Compare current list of on-hand materials with actual on-hand materials.
2. Create list of discrepancies.
3. Correct discrepancies by locating the materials, replacing materials through the acquisition process, or revising the current on-hand list.

REFERENCES:

1. BYRNE, FRANK PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
2. MCO P5000.18B Marine Corps Band Manual
3. MCO 4340.1A W/CH 1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property

5524-SUPT-2173: Issue musical instruments/band equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to band supply section, given the references, supply personnel, supply facility, band instruments, equipment, supplies, custody program, custody cards, location and history logs, and in a field or garrison environment.

STANDARD: Per the references, to ensure proper accountability of each issued item.

PERFORMANCE STEPS:

1. Determine instrument and equipment required.
2. Ensure require equipment is functional.
3. Record transaction of instrument and equipment in custody program.
4. Complete custody card to assign equipment to individual.
5. Obtain signature from the individual receiving the equipment.
6. Maintain record of issued equipment for accountability.

REFERENCES:

1. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
2. MCO P5000.18B Marine Corps Band Manual
3. MCO 4340.1A W/CH 1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property

5524-SUPT-2174: Issue musical materials/publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to the band library, given the references, musical materials, publications, custody cards, logbook, and in a field or garrison environment.

STANDARD: Per the references, to ensure accurate accountability of all library materials.

PERFORMANCE STEPS:

1. Receive requests for materials.
2. Utilizing resources, locate materials in the library.
3. Retrieve the materials from the files.
4. Issue the materials to the individual or folders.
5. Enter new location of materials on custody card or in logbook.

REFERENCES:

1. BYRNE, FRANK PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
 2. MCO P5000.18B Marine Corps Band Manual
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5524-SUPT-2176: Catalog musical materials/publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Musician

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to the band library, given the references, musical materials and publications, storage area, filing system, and in a field or garrison environment.

STANDARD: In performance step sequence and per the references, ensuring 100% accuracy in filing and classification.

PERFORMANCE STEPS:

1. Determine the classification of each piece of music.
2. Attach an appropriate control number to each piece of music.
3. Make appropriate log entry identifying the piece of music and its location.
4. File music in the proper location.

REFERENCES:

1. BYRNE, FRANK PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
2. MCO P5000.18B Marine Corps Band Manual

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APPENDIX A

ACRONYMS AND ABBREVIATIONS

AA	.administrative action
AUL	.authorized use list
CBT	.computer based training
CMC	.Commandant of the Marine Corps
CG	.commanding general
CO	commanding officer
COA	.course of action
COMMARFOR	Commander, Marine Corps Forces
COMMARFORLANT	Commander, Marine Corps Forces, Atlantic
COMMARFORPAC	Commander, Marine Corps Forces, Pacific
CMR	.Consolidated Memorandum of Receipt
Cpl	.Corporal
CONPLAN	.Contingency Plan
CONUS	.Continental United States
CRP	.combat readiness percentage
CTS	.collective training standards
CWO-2	.Chief Warrant Officer-2
CWO-3	.Chief Warrant Officer-3
CWO-4	.Chief Warrant Officer-4
CWO-5	.Chief Warrant Officer-5
CY	.calendar year
DL	.distance learning
DoD	.Department of Defense
DoDD	.Department of Defense Directive
DoDI	.Department of Defense Instruction
DON	.Department of the Navy
DRMO	.Defense Reutilization Management Office
DRRS	.Defense Readiness Reporting System
E-Coded	.Evaluation-Coded
FMF	.Fleet Marine Force
FMFM	.Fleet Marine Force Manual
FY	.fiscal year
GTCCP	.Government Travel Charge Card Program
GYSGT	.Gunnery Sergeant
HAZMAT	.hazardous material
HMIS	.Hazardous Material Information Sheet
HPD	.hearing protection device
HQMC	.Headquarters, Marine Corps
IMI	.individual multimedia instruction
ITS	.individual training standards
JCS	.Joint Chiefs of Staff
JFTR	.Joint Federal Travel Regulations
JP	.Joint Publication
LCPL	.Lance Corporal
MACOM	.major command
MAGTF	.Marine Air-Ground Task Force
MARDIV	.Marine Division

MARFOR Marine Corps Forces
 MCB Marine Corps Base
 MCBUL. Marine Corps Bulletin
 MCCRES. Marine Corps Readiness and Evaluation System
 MCCS Marine Corps Common Skills
 MCI. Marine Corps Institute
 MCO Marine Corps Order
 MCRC. Marine Corps Recruiting Command
 MCTL. Marine Corps Task List
 MCRP. Marine Corps Reference Publication
 MCWST. Marine Corps Water Survival Training
 MEF Marine Expeditionary Force
 MET. Mission Essential Task
 METL. Mission Essential Task List
 MEU Marine Expeditionary Unit
 MGYSGT. Master Gunnery Sergeant
 MLSR. missing, lost, stolen, or recovered
 MOJT managed on the job training
 MOS. Military Occupational Specialty
 MSC major subordinate command
 MSDS. Material Safety Data Sheet
 MSGT. Master Sergeant
 MSE major subordinate element
 MURE. Musical Unit Resources Exhibit
 MUSC. Music
 MUSCOLINST. Music Instruction
 MWR morale, welfare and recreation
 NATO. North Atlantic Treaty Organization
 NAVEDTRA. Naval Education Training Command
 NAVMC Navy and Marine Corps
 NBC. nuclear, biological and chemical
 NBCD. Nuclear, Biological, and Chemical Defense
 OccFld occupational field
 OCONUS outside the Continental United States
 OPLAN. Operations Plan
 OPNAVINST Office of the Chief of Naval Operations Instruction
 OR. operational readiness
 ORM. Operational Risk Management
 PFC. Private First Class
 POD. Plan of the Day
 PPE. Personal Protective Equipment
 PRP. Periodic Replacement Plan
 PVT. Private
 S-1. manpower or personnel staff officer
 S-2. intelligence staff officer
 S-3. operations staff officer
 SAT. Systems Approach to Training
 SECNAVINST Secretary of the Navy instruction
 SGT. Sergeant
 SME. subject matter expert
 SNCO. Staff Non-Commissioned Officer
 SSGT. Staff Sergeant
 TAD temporary additional duty
 TECOM. Training and Education Command
 T/E table of equipment

T/O table of organization
T&R. Training and Readiness
U.S. United States
UST. Unit Sustainment Training
UTM. unit training management
WO-1. Warrant Officer-1

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub (JP) 1-02, DoD Dictionary of Military and Associated Terms.

A

After Action Review (AAR). A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-level are directly supported by collective events at the 3000-level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

D

Deception. Those measures designed to mislead the enemy by manipulation, distortion, or falsification of evidence to induce the enemy to react in a manner prejudicial to the enemy's interests. (JP 1-02)

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

I

Individual Readiness. The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance Step. Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a Marine unit must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure (may necessitate identification of supporting steps, procedures, or actions in outline form). Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

R

Readiness. (DoD) Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: Unit readiness - the ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. And Joint readiness - the combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of three major components: a description of what is to be done, a condition, and a standard.

U

Unit CRP. Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

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APPENDIX C

REFERENCES

PUBLICATION ID	TITLE
A	
MCO P1000.6G	Assignment, Classification and Travel Systems Manual (ACTS MANUAL)
	AEBERSOLD, JAMEY; ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
	AEBERSOLD, JAMEY; JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold
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